

TARUL.S.BHARADIA.
Block No-89, Aastha Avenue,
150' Ring Road, Near Madhapar Chowkdi, Rajkot.
Email: tarulgajjar@gmail.com
07383584640

OBJECTIVE:

"I seek to work in a challenging environment where I can achieve best and contribute towards growth of organization by using my knowledge and skills"

EXPERIENCE:

❖ Karnavati International School,Railnagar,Rajkot.

Designation:- Admin.Staff

Duration:- June 2023 – till date.

Job Description:

- Giving Admission inquiry to parents.
- Preparing the circulars for school activities,notice,etc...
- Preparing the CI Reports and checking the musters.
- Entering marks and preparing the monthly report of 10th and 12th std.students.
- Attending the calls of parents and solving their queries.
- Co-ordinating with the HOD for teachers related matters.
- Co-ordinating with the candidates for the interview.

❖ HDFC Bank Ltd., Sidhartha complex, VIP Road, Vadodara.

Designation:- HR Co ordinator.

Duration:- April 2008 – May 2010

Job Description:

- Attending the calls of clients and solving their problems.
- Co-ordinating with the placement companies for the candidates.
- Co-ordinating with the candidates for the interview.
- Preparing interview schedule and also conducting the interview.

❖ HDFC Bank Ltd, 5th Floor, Midway Heights, Kala Ghoda, Vadodara

Designation:- Junior Officer (CSD)

Duration:- November 2006 -- december 2007

Job Description:

➤ Cheque Referrals Matters:

- Liasioning with co operative banks.
- Co ordinate with relationship managers.
- Independently handling the system for providing the information about fund sufficiency in the accounts and inform the clients accordingly whenever needs arise.
- Independently handling the technical cheque referral.

➤ **CMS Related Matters:**

- Independently solving the queries related to cheque clearances.
- Collecting various documents from relationship managers and clients for the set up.
- Liaisoning with head office, Mumbai for various MIS reports for clients.
- Others:
- Co-ordinating with the clients for RTGS transactions.
- Independently handling various bond related queries.
- Solving the regular queries of clients within the turnover time and properly monitoring the same.

❖ **Sharp Logistics Pvt Ltd., Beside concord building, Alkapuri, Vadodara.**

Designation:- HR Executive.

Duration:- August 2006 – October 2006.

➤ **Customer Related Matters:**

- Attending the calls of the clients and solving their problems.
- Preparing the bills for payments.
- Others:
- Handling the reception area whenever required.
- Handling export related matters.

EDUCATIONAL QUALIFICATION:

Course	University / School	Year	Percentage/Division
Diploma in Management	IGNOU University, Rajkot, Gujarat.	February 2014	First
M.Com. - HR	M S University, Baroda, Gujarat.	April 2008	55%
B.Com. - HR	M S University, Baroda, Gujarat.	May 2006	57%
H S C	Bhavans Ambuja Vidhya Niketan School, Kodinar.	April 2003	79%

PERSONAL DETAILS:

- **Husband's Name:** Sanjay H.Bharadia
- **Date of Birth:** 28th Sep 1984.
- **Sex:** Female.
- **Marital Status:** Married.
- **Language Known:** Hindi, English, Gujarati.
- **Nationality:** Indian.

DECLARATION:

I hereby declare that all the above information are correct and true on behalf of my knowledge.

Thank You,

Tarul.S.Bharadia.