

# CURRICULUM VITAE

## Modi Drashti Neelkumar

Address : 59, Alfa Society, Near HDFC Bank,

Link Road , Bharuch-392001

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### CAREER OBJECTIVE

To obtain a position that will help me to utilize my technical skill knowledge and willingness to learn in making an organization goal successful.

### QUALIFICATION

Qualification	Board/University	Year of Passing	Percentage / Grade
S. S. C	GSEB GANDHINAGAR	MARCH-2013	62%
H.S.C	HGSEB GANDHINAGAR	MARCH-2015	65%
TALLY 9.0, CCC	PRAMUKH CLASS	MARCH-2015	A+
B. COM	VNSGU	MARCH-2019	SECOND CLASS
MBA (HR)	JAIPUR NATIONAL UNIVERCITY	JULY -2021	FIRST CLASS

### PERSONAL SKILLS

- Willingness to learn new technologies.
- Ability to work individually as well as in a group.
- Leadership
- Management

### INDUSTRIAL EXPERIENCE

- ✓ I have worked in the **Mutual Fund Office**, Bharuch as **Office Asst.** Since 1 Year 3 month (01-09-2018 to 31-11-2019)
- ✓ I have experience in **Galiakotwala Technical Services**, Ankleshwar as **HR Assistant** Since 2 year 2 Month (22.06.20 to 21.08.22)
- ✓ I have Experience in **Vikram Hygiene Product, Dahej** as **HR Officer** Since 1 year 7 month (22-08-2022 to 02-04-2024)

## **CURRENT JOB PROFILE :**

- Salary preparation,
- ESIC work
- Housekeeping Checking.
- Preparation of all Meetings, Coordination and its Arrangement
- Guest boarding and loading arrangement
- Manpower detailed sheet
- Time office Management of all employees and contract labors
- Oversee recruitment and selection processes, including sourcing, interviewing and hiring new employees.
- Attendance & payroll processing.
- Contract Management
- Maintain HR Records (Including Employee Files Compensation and Benefits Information).
- Organize training & development activities
- Full & final settlement
- Joining formalities
- Keep record of employees personal filing data base .
- Issuing timely offer letter , appointment letter & confirmation letter.

## **COMPUTER SKILL:**

Operating Systems : Windows family (XP,7,8,8.10, etc.). Softwares : Microsoft Office, MS-Excel

## **PERSONAL INFORMATION**

**NAME :** Modi Drashti Neel kumar

**GENDER :** Female

**DATE OF BIRTH :** 24 APRIL 1998

**NATIONALITY :** INDIAN

**RELIGION :** Hindu Modh Ganchi

**MARITAL STATUS :** Married

**HOBBIES :** Listening Music, Reading, Traveling

**LANGUAGES KNOWN:** Gujarati, English, Hindi

**PERMANENT ADDRESS:** 59 Alfa Society, Near Shravan Chokdi, Bharuch-392001

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

DATE:

PLACE: BHARUCH

MODI DRASHTI NEELKUMAR