



RAMCHANDRA BHARATBHAII PATEL

HARIPURA, MANDIR FALIYU, HANSOT LANDMARK, ANKLESHWAR,
BHARUCH

7046130947 | patelram.pr97@gmail.com

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

SAKATA INX PVT.LTD. PANOLI,ANKLESHWAR,BHARUCH

01/02/2023 - 31/01/2024

HR & ADMIN

Admin Activities
Visitor Management
Vehicle Management
House Keeping Activities
Safety Related Activities
Payroll Management
Attendance Verification
Joining And Exit Formalities
Maintain Employee Record
induction of New Joining
Recruitment Activity
Employee Enrollment Process
Training Data Preparation
Placement Dealing
Employee Grievance Related to salary
Maintaining Training Records
Participate in Employee Engagement Activities
UAN Generation and E - Nomination
Medicclaim Management
Contractor's Bill Verification and Data Entry
Canteen Management
Handling Internal Audit
interview Data Record
Overtime Calculation
Employee Relationship
Problem Solving. Etc

EDUCATION

SHRI T. M. SHAH & A. V. M. VIDHYAMANDIR,ANKLESHWAR

2014

CLASS 12

52%

SMT. KUSUMBEN KADAKIA ARTS & COMMERCE COLLEGE, ANKLESHWAR

2017

B. A (ECONOMICS)

50%

MAHAMANDLESHWAR SHRI KRISHNANDJI, LAW COLLEGE BHARUCH

2020

LLB

52.5%

MAHAMANDLESHWAR SHRI KRISHNANDJI, LAW COLLEGE BHARUCH

2022

LLM

58%

BVB(BHARTIYA VIDYA BHAVAN)

2023

IRPM(DIPLOMA IN INDUSTRIAL RELATION AND PERSONNEL MANAGEMENT)

58.5%

SKILLS

Effective Communication Presentation Skills Decision Making Leadership Adaptability to work in any environment
Quick Learner Time Management

PROJECTS

Study on pollution control provisions in respect of Air Pollution Act

Health and Safety Measures Employees

LANGUAGES

Gujarati

Hindi

English