

CURRICULUM VITAE

Divya J Mistry MBA - HRM

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OBJECTIVE:

Seeking a HR Admin position to utilize my skills and abilities in the industry that offers me personal and professional growth that can be beneficial to organization.

EXPERIENCE:

- Working with Krishna construction for HR Dept as HR Assistance from 2 months.
- Worked with SMP Infrastructure for 3 Months on Purchase Dep as a Purchase executive.
- Worked with Meena Circuit Pvt ltd for 5 Months on Selling Dept as a Sales Executive.
- Document control, recording information.
- Vendor handling (Purchase, Selling, Dispatch).
- Handled Automation equipment manufacturing for 5 years (Electrical, Mechanical).

COMPUTER LITERACY:

- ERP 
- PF 
- ESIC 
- Salary sheet 

LANGUAGE KNOWN:

- Gujarati - 
- Hindi - 
- English - 

PERSONAL BACKGROUND:

Name : Divya Janmejy Mistry
Address : Andada, Tal- Ankleshwar, Dist - Bharuch
Date of Birth : 11th October 1992
Marrital Status : Married
Mother Tongue : Gujarati

EDUCATIONAL INFORMATION:

- I have completed my MBA HRM from Sikkim Manipal University in May 2016 with 52.64 percentile
- I Have completed my BBA from Sikkim Manipal University in June 2014 with 58.50 percentile
- I Have completed my Higher Secondary School Certification from Gujarat Higher Secondary Education Board in March 2011 with 46.28 percentile
- I Have completed my Secondary School Certification from Gujarat Secondary Education Board in March 2009 with 56.31 percentile

Place:

Date: ___/___/ 20

(Divya J Mistry)