

# Resume

- Name : Nikunj Jayantibhai Parmar
- Address : Nipan nagar, Link Road,
- Bharuch - 392001
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## Career objective

- To acquire a position that gives opportunities to accept the challenges, create idea while working with full sincerity for the growth of an organization, where i can get maximum exposure , learn the working culture and acquire experience.

## Academic Qualification

Year	Degree	Board	Percentage
2013	SSC	GSEB Gandhinagar	70.70%
2019	Diploma Computer Engg.	GTU	6.69CGPA

## Experience

- I Worked in Ajanta Pharma, Dahej As a Time office officer in HR Department From Aug-2020 to Nov-2021.
- I worked in Tatva Chintan Pharmachem Ltd, Dahej as a HR Trainee Officer in Project.,(Jan 2022 to aug 22).
- Currently I'm working in Aditya Birla (hindalco) Ltd. In logistics department.

## Job Role

- Joining process
- Payroll management
- Daily Attendance management ( Contract Workers)

- ▶ Compliance Verification
- ▶ Training Records

## Knowledge/Skill

- ▶ Tally ERP 9
- ▶ Excel
- ▶ MS Office
- ▶ Power Point
- ▶ Knowledge about Production Data Entry in SAP
- ▶ Store Department Date Entry in SAP

## Personal Information

- Name : Nikunj Jayantibhai Parmar
- Gender: Male
- Date Of Birth : 13/08/1997
- Nationality : Indian
- Religion : Hindu
- Marital Status : Unmarried
- Language : Hindi, English, Gujarati

## Knowledge/Skill

I hereby declare that the all the above information are correct according to the best of my knowledge & belief.

Date:

(Nikunj Parmar)