

CURRICULUM VITAE



DHARMENDRA M. PATADIYA

To - wadhwanacity

Ta - wadhwanacity, Dist - Surendranagar

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CARRIER OBJECTIVE:

To secure a position that provides ample opportunities for a team-player to contribute in a people-oriented organization where customer-service experience can be maximized in a challenging environment to achieve the corporate goals.

To serve the organization with best of my abilities utilizing the professional skills, competencies acquired by me in my academic career.

➤ **EDUCATIONAL QUALIFICATION:**

- S.S.C. done from Gujarat Education Board with 64% in March-2007.
- H.S.C. done from Gujarat Education Board with 67.71% in March-2009.
- B.B.A Graduation completed in the year 2012, with FIRST CLASS.
- Certificate in Computer Concept **from** janjyoti computer shakshrta mission. with A GRADE in April- 2012.
- Recently I have started Master Of Social Welfare from Karnataka State Open University.

➤ **PERSONAL INFORMATION:**

NAME	:	Patadiya Dharmendra Manaharbhai
FATHERS NAME	:	Patadiya Manaharbhai L
DATE OF BIRTH	:	19 th Sept 1991
CURRENT ADDRESS	:	wadhwanacity. Surendranagar. Pin No.: 363001.
NATIONALITY	:	Indian.
LANGUAGE KNOWN	:	English, gujarati,hindi
MARITAL STATUS	:	Unmarried
SEX	:	Male

➤ **PROJECT DETAILS During BBA:**

- FIRST YEAR : AUTO BEARING INDUSTRY at wadhwan city on production process & planning.
- THIRD YEAR : The Project was regarding RATIO ANALYSIS & FINANCE STRUCTURE of GODAVARI PIPES PVT.LTD at sapar, veraval. (RAJKOT).

EXPERIENCE DETAILS:

➤ **My previous job Detail:**

- As ACCESSORY MANAGER at "DREAM VEHICLE" maruti showroom wadhwan city. Surendranagar. From Period of April 2011 to jan2012.
- At Dynamic Engineering Co. Pvt. Ltd. GIDC Industrial Estate, Wadhwan, Gujarat, as ASSISTANT ADMIN cum Purchase till April- 2012.

Current job:

Currently, I am working in SAVA Healthcare Limited. (SAVA GROUP OF COMPANY) at GIDC Industrial Estate, Wadhwan city, Surendranagar, Gujarat, as Assistant HR/ ADMIN from AUGUST- 2012. Company is pharmaceutical industry.

JOB PROFILES:

➤ **Dream vehicle (Maruti Showroom) :-**

- Maintenance of accessories stock, preparing stock register and also the work of store keeping.
- Selling of accessories.
- Making accessories bills in KUBER software.
- Making decisions regarding selling.
- Making bill in DMS, also making tracking form, inquiry form.
- Motivates subordinates and increase their enthusiasm for work.
- Work on maruti software DMS, punching of stock, making purchase orders.

➤ **Dynamic Engineering Co. Pvt. Ltd (DEC BEARINGS) :-**

- Salary Calculation.
- Prepare Salary Vouchers.
- Distribute Salary Slips.
- Taking care of routine admin works including House Keeping.
- Fulfil all requirement related to admin facilities.
- Making Purchase Invoices.
- Maintaining & checking daily stock of bearings.
- Responsible for bank work.

- Office administration in absence of superiors.
- Create Excise Invoice & Stock Transfer Note cum Excise Invoice in SAP.
- Prepare Monthly Stock Status Report.
- Prepare Monthly Sales Reports.
- Dispatching orders and follows up of consignments.

➤ **SAVA Healthcare Limited:-**

- Handling of recruitments process and employee joining activities, including induction/ orientation Training.
- Opening of Bank accounts, E-mail IDs, Issue of ID Cards, Med claim Cards.
- Maintaining database of candidate, personal files, statutory records and documentation.
- Identifying training needs, implementation, evaluation and feedback for employee.
- Ensuring periodical compliance audits & monitoring improvement programmes.
- Conducting exit interviews, issuing relieving letters with full and final settlements.
- Daily attendance by Access Control System / Time office for contractor's worker, employee OD movements & absentees/overtime monitoring.
- Staffs travel arrangements, Ticket / Hotel bookings and bills settlements.
- Track of Movement of people & Material - People by attendance , Material by Gate pass & authority
- Vendor management - 1) Contract vendors for AC, Repair work , Travel & Ticketing , Purchases .
- Preparing purchases for offices and approvals
- Manage the repair and maintenance of computer and office equipment
- Events arrangement, planning for special days/occasions.
- House keeping management.
- Regular supervision on Security.
- Scrape Admin.
- To arrange visitors loading, boarding and transport.
- Guest House Management & other miscellaneous tasks.
- Material purchase Support. (Procure to Pay)
- Vendor Management, Finding new vendors & Maintaining relations with existing one.
- Insure timely delivery of material at manufacturing sites.
- Material cost verification & tracking.
- Co-ordination with suppliers, vendors, Site Accountant, Supervisors, Project managers, & F&A.
- Good knowledge of Material purchase activities in Pharma Industry.

➤ **Personal Attributes:**

- Honest and trustworthy
- Respectful
- Possess cultural awareness and sensitivity
- Flexible
- Demonstrate sound work ethics
- Strong Vendor Management & Interpersonal Skills.

➤ **SKILLS:**

- Good command on Spoken English.
- Good communication skill.
- supervisory skills
- Team building
- Self motivation and a determination to succeed.
- Accounting and bookkeeping skills
- Strong inclination towards time management.
- Analytical and problem solving skills
- Decision making skills
- Ability to be an effective team player.
- Time management skills
- A creative, proactive and problem solving approach to issues.
- effective verbal and listening communications skills
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➤ **COMPUTER KNOWLEDGE:**

- ❖ Well versed with computer operations Ms-Office, internet surfing for various management techniques.

➤ **SOFTWARE SKILLS:**

- ❖ Knowing MS Office and can use Internet as well.
Also having good grip on KUBER, PHARMACEUT & DMS software.

I solemnly declare that all the particulars furnished above are true and correct to the best of my knowledge and belief.

Yours Thankfully,

(Dharmendra m Patadiya)