**CURRICULUM VITAE**

Kalpana Sanjaybharthi Goswami

Gujarat Housing board

Ravalvadi Relocation site,

U-2 House No. 101

Bhuj-Kutch.370001

M. 8128646642

M. 6352217476

To,

The Manager

Sub:- Application for the RELIABLE POST AS PER RESUME.

Respected Sir,

I, the undersigned, would like to inform you that I have come to know through some reliable sources that there is vacancy in your esteemed organization, with the respect, would like to apply for the same.

I am enclosing my full bio-data with this application for your consideration. I assure that incase of my selection, I will try my level best of satisfy your management with my hard and sincere work.

Waiting early for your kind response.

Thanking You

Kalpana S. Goswami

**BIO-DATA**

**Objective:-** To strengthen the organization and self by contributing maximum in the Company’s efforts through learning new innovations.

**Strengths:**

* Strong analytical abilities and positive attitude
* Believe in teamwork
* Comfortable in communication.
* Attitude to learn

Name:- Kalpana S. Goswami

Father’s Name: Dhirajgar Goswami

Date of Birth:- 22nd August 1984

Address: Gujarat Housing board

Ravalvadi Relocation site,

U-2 House No. 101

Bhuj-Kutch.370001

Contact No. 8128646642

6352217476

Marital Status: Married.

Language Known: Gujarati, Hindi, English

Computer Knowledge: Basic, MS Office, Internet

Email ID :- goswamikalpana099@gmail.com

Education Qualification:- SSC, HSC, BA

**Work Experience**

**Experience : - 1**

Company Name: ANCHOR ELECTICAL PVT. LTD.

Place: Padhar Highway Road, Bhuj-Kutch

Designation: HR – Asst.

Year From 2005 to 2007

Salary per Month: 5000/-

**Job Responsibility:**

1 Handling Contract Labour

2 Assisting Administrative Mgr.

3 Monitoring of employees

4 Monitoring Canteen, Security and House Keepinng.

**Experience:- 2**

Company Name: KLAUS WAREN FIXTURES PVT. LTD

Place: Nr. Shekpir Road ,Bhuj Bhachau

Bhuj-Kutch.

Designation: HR – Admin Executive.

Year & Month: from 2008 & 2009

Salary per Month: 6500/-(Probation Period)

7500/-(After Conformation)

**Job Responsibility for HR**

1 Offer Letter

2 Interview call letter

3 Appointment Letter

4 Confirmation Letter

5 Advertisement in news paper

6 Short Listing Bio - Data

7 Attendance for Employees

8 Calucation of leave

9 Salary Statement

10 Notice And Circular

11 Maintain records as per factory rule, attendance register, I- Card Register and Accidental Register etc

12 performance appraisal of employees at the time of confirmation

13 Explaining rules and regulation Company policies to the workers.

14 Helping to all Employees and Solve problem.

**Job Responsibility for Admin**

1 Looking for guest house

2 First aid Boxes in all departments.

3 Hotel / Booking and Transport Arrangments.

4 Looking Of Canteen

5 Garden Maintenance.

6 House Keeping- Office and Factory

7 Handling of security.

8 Safety and health assistance for the employees in case of injury etc.

**Experience: 3**

Company Name: KARMYOG INDUSTRIES LTD.

GIDC 107, nagor Road,

Place: Bhuj-Kutch

Designation: Admin Officer.

Year & Month: From 2010 to 2011

Salary per Month: 10,000/-

**Job Responsibility:**

1 Sending and receive e-mail from the inquiries.

2 Sending Quotation for the Companies of all type of machines.

3 Inquiry follow up.

4 Making browsers of companies.

5 Sending Quotation,Cds and Brawsers by courier for the inquiry.

**Experience: 4**

Company Name: Chandan Travels (Recruitment Service)

Place: Bhuj-Kutch

Designation: Admin Officer.

Year & Month: From 2016 to 2017

Salary per Month: 15,000/-

**Job Responsibility:**

1 Sending and receive e-mail and answer as required.

2 Calling as per requirement

3 Handling Cash & Account.

4 Follow up with clients for ticket & Visa.

5 Handle staff and candidates for their issues.

**Present Working:**

Company Name: Happy Highway (Game Zone).

Place: Bhuj-Kutch

Designation: Admin Manager

Salary per Month: 20000/-

**Job Responsibility:**

1 Sending and receive e-mail and answer as required.

2 Solve the problem if coming by customer.

3 Handling Cash & Account.

4 Solving problem in games.

5.Looking for guest house

3 Hotel / Booking and Transport Arrangments.

Note: Doing Translation English to Gujarati till 2017

Date & Time: KALPANA S. GOSWAMI