

# CURRICULUM VITAE

## **NITIN R. PATIL**

### ADDRESS :

SS 3, Room No 292,  
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### PERSONAL DETAILS:

Date of Birth - 18/03/1990

Blood Group - "B+Ve"

Sex - Male.

Marital Status - Married.

### LEISURE TIME ACTIVITY :

Music, Reading, Internet Surfing

Hanging out with friends etc.

### LANGUAGE KNOWN :

English, Hindi,

Marathi & Kannada.

### **CAREER OBJECTIVE**

Aiming to achieve a challenging & successful career where I can make a significant contribution using my innovative ideas, knowledge, skills and experience with the objective of development & growth of the Organization as well as mine.

### **EDUCATION QUALIFICATION**

- Bachelor of Arts from YCMOU University.
- Passed H.S.C with Pune Board.
- Passed S.S.C. from Kolhapur Board.

### **OTHER QUALIFICATION**

- DIPLOMA IN OFFICE AUTOMATION.
- Course in Computer for MS-Office, Win – 98/00/07/XP, Dos, Tally 7.2, Internet, Outlook.

### **GENERAL EXPERIENCE**

- Experience to work successfully in competitive atmosphere by keeping goodwill with various types of people within the organization as well as outside.
  - To keep high public relation standards.
  - Discharging duty in positive attitude.
  - High Standard of discipline in all fields.
- Ability to communicate clearly to avoid confusion and misunderstanding with others.
- Excellent office management skills and 10 years of directly related experience.

## WORK EXPERIENCE

**Company** :- Dhaid Travels (Govt. of India Approval Overseas Manpower Consultancy)  
**Designation** :- HR & Recruitment Executive  
**Duration** :- 01 December 2012 to Till Date.  
**Location** :- Mumbai

### Job & Responsibility

- Involved in recruitment cycle from selection up to deployment of the candidates.
- Sourcing the middle level & senior level candidates as per the requirement of the clients (Oil & Gas, Electromechanics, Engineering, Construction, hospitality, Automotive etc. fields) from Job Portals Naukri.com, Timesjobs & LinkedIn as well as social media.
- Advertise job openings on social media, Job boards etc.
- Arranging telephonic, video, or walk in interviews.
- Travelling across all location of India for Interviews with Clients.
- Coordinating with Client and Candidates during the interviews.
- Keeping records of candidates reported & selected at the time of interview.
- Handling all CVs and short-listing candidates.
- Responsible to maintain the data of the selected candidates of the various projects in the data sheet.
- Forwarding the selected candidate's data to the respective managers and clients.
- After getting the final selection from the clients, preparing recruitment master report for the further process.
- Follow-up with candidates after declaration of the final selection for the further procedure.
- Follow-up, Mailing, Filing, File updating, Scanning, updating data regularly.
- Complete knowledge about Emigration Process through emigrate portal <https://emigrate.gov.in>

**Company** :- First Flight Courier Ltd  
**Designation** :- MIS / Branch Executive  
**Duration** :- 10 December 2009 to 30 November 2012  
**Location** :- Mumbai

### Job & Responsibility

- Maintained and updated all details of incoming & outgoing Documents.
- Checking mails & reverts. Prepared monthly Performance Status Reports.
- Generating & maintaining day to day Activity Reports, Cash Collection Report, Branch Activity and updating to the management.
- Managing incoming volume and make it sure to complete it by end of day.

## DECLARATION

I hereby declare that the above particulars are true to the best of my knowledge & belief.

Date :

Place : Mumbai

**(Nitin R. Patil)**