

CURRICULUM VITAE

NITIN R. PATIL

ADDRESS :

SS 3, Room No 292,
Sector 2, Kopar Khairane,
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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)