

## Uwaish Mitha

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9998533663

### CAREER OBJECTIVE :

To work in a well reputed organization for learning different HR practices of it and give my best to it. To Make a way where I can apply my acquired skill and contribute to the growth of the organization, and grow parallel with it.

### PROFESSIONAL QUALIFICATION :

- Master in Human Resource Development (MHRD) FROM Gujarat Vidhyapith,Ahmedabad-with (Distinction Marks) April 2018.

### ACADEMIC QUALIFICATION :

- B.A. (Economics) from VNSGU,with 68%, April 2016.
- 12<sup>th</sup> (HSC) from GSEB, with 63%, March 2012.
- 10<sup>th</sup> (SSC) from GSEB,with 69%, March 2010.

### INTERNSHIP :

1.) 1 Month internship from CLP IND. pvt. Ltd. (1/5/17 TO 31/5/17)

KEY LEARNING : Understanding HR Basic Functions.

2.) 3 Month internship from Komal texfeb pvt. Ltd. (15/12/17 TO 15/3/18)

KEY LEARNING :

- 1) Employee Recruitment Process.
- 2) Handling Documentation Process.
- 3) Handling Joining formalities.
- 4) Maintain Employee Attendance.
- 5) Maintain Employee Personal file.
- 6) Maintain Employee Salary And Benefits.

## **COMPUTER SKILLS :**

- **Basic computer Course**
- **Win. XP & Basic Computer Skill (G.K.S.)**
- **D.C.A. (Diploma in Computer Application)**
- **P.G.D.C.A. ( P.G. Diploma in Computer Application)**

## **STRENGTHS :**

- **Flexibility and adaptability**
- **Smart work**
- **Self Confidence**
- **Positive Thinking**
- **Quick learner**

## **EXTRA CURRICULAR ACTIVITIES :**

- **Leadership Training**
- **Child Abuse Awareness Training**

## **PERSONAL PROFILE :**

**NAME : UWAISH MITHA**  
**FATHER'S NAME : ISHAK MITHA**  
**DATE OF BIRTH : 03/09/1994**  
**MARITAL STATUS : SINGLE**  
**GANDER : MALE**  
**LANGUAGES KNOWN : GUJARATI,HINDI,ENGLISH**  
**ADDRESS : AT.POST- KOTHI, TA.DIST.BHARUCH- 392020.**

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