



CONTACT

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SOCIAL

Linked in / DEVANGTANK

twitter.com / Devangtank9

fb.com/devangtank99

Instagram @ Devangtank

COMPUTER SKILL

- MS office
- Photoshop

DEVANG TANK

MBA - HR

CAREER OBJECTIVE

Seeking a position where I can develop my career and enhance new skills and ability to significantly contribute for organization growth as well as my knowledge

EDUCATION

2018 MBA - HR
GUJARAT TECHNOLOGICAL UNIVERSITY
Noble Group of Institutions - Junagadh
8.00 SPI

2015 B.SC.IT
SAURASHTRA UNIVERSITY
S.S.SD.I.I.T College - Junagadh
7.54 CGPI

2012 HSC
Alpha High School - Junagadh
75.33% (93.06 Percentile)

2010 SSC
Swaminarayan Gurukul - Junagadh
66.92%

HOBBY



Event management



Relationship development

CERTIFICATE

- Attend the seminar of TOPS TECHNOLOGY PVT. LTD. on 'Digital marketing' on 17th September 2016.
- Attend two days seminar of KARVY STOCK BROKING on 'Indian Financial Market'.

PROJECT EXPERIANCE

- Completed the project of MBA subject on 'customer satisfaction' on 'TEA POST' from Jan '17 to Mar '17.
- Completed the project on the topic of MBA subject 'People think at margin' on 'DIVYA BHASKAR' from Jan '17 to Mar '17.
- Completed the 45 days SIP(Summer Internship Project) on 'Employee engagement' in 'AMBUJA CEMENT PVT. LTD. from 15th June to 30th June '17.
- GCSR(Global Country Study Report) on Footwear product(Retail) for exporting in Uganda.
- CP (Comprehensive Project) on "A study on the effects of change management on employees work life Balance in Ceramic industry"

EXPERIENCE

- Worked as a HR admin assistant in "VARMORA GRANITO PVT LTD" from May 2018 to June 2019
 - Processing of on boarding activities
 - Managing induction Program
 - Maintaining employees personal file
 - Processing on attendance system
 - Scheduling employee engagement activities
 - Managing day to day activities as well as solve issue of marketing staff and back office staff

- Recruitment and selection activity
- Compilation on TADA paper

- Worked as a HR Manager in "INCREDIBLE MACHINES" from June 2019 to February 2020
 - Maintain Payroll System
 - Recruitment and Selection Process
 - Processing of on boarding activities
 - Managing induction Program
 - Maintaining employees personal file
 - Processing on attendance system
 - Legal Compliance
 - Canteen Management
 - Transportation Management
 - Culture Development
 - Scheduling employee engagement activities
 - Grievance Handling

- Working as a HR Manager in "Capital Polyplast (Guj) Pvt. Ltd." from March 2020 to till date
 - Recruitment & Selection
 - Payroll Processing
 - On boarding activity
 - Administrative work
 - Legal Compliance
 - Canteen Management
 - Employee engagement activity
 - Time Keeping etc..