

CURRICULUM VITAE

Kamlesh S. jadav

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Career Objective

To contribute and grow in a challenging work environment that has emphasis on enhancing technical skills. To explore and perform through creativity and innovation. To assume responsibilities and strive for the collective growth of the organization.

Personal Profile

Name	:	Kamlesh jadav
Date of Birth	:	October,10,1995
Blood Group	:	B+
Father's name	:	Soma bhai
Sex	:	Male
Marital Status	:	Married
Languages Known	:	Gujarati , Hindi , English
Nationality	:	Indian
Permanent Address	:	Village:-Memka(363030) Ta :-Wadhvan Dist :-Surendranagar,(Gujrat)
Residence Address	:	68,surdhingar ,near Bhavik School Chandlodiya -382481, Ahmedabad

Educational Profile

Qualification	Board/University	Duration	% Obtained
S.S.C	G.S.E.B.	2010-11	70.2%
H.S.C	G.S.E.B.	2012-13	71.86%
Bsc.IT	C.U.SHAH UNIVERSITY	2015-16	7.04(SGPA)

Strengths

- Good Analytical and Logical skills.
- Ability to launch innovative thoughts and a structured approach.
- Driven by passion for quality and commitment to work.

Hobbies

- Swimming, Traveling
- Sports:- Cricket

Skill

- Excellent Communication & Interpersonal Skills
- Strong Negotiation & Persuasion Skills
- Relationship Building
- Problem-Solving & Critical Thinking

Experience

Company Name	Post	Experience Year
IRSS PRIVATE LTD. - 2017	Insurance Agent	1 Year
Way to Web Pvt Ltd - 2018	Administration OFFICER	1 Year

NIIT Ltd (Gandhinagar centre) - 2019	(HR & Back Office)	3.9 year
ITM SKILLS ACADEMY PVT LTD.	(Assistant Manager & Senior Recruiter)	Currently working Now

Rules and Responsibility

- * **Team Handling:** Manage and supervise a team, ensuring smooth coordination and efficient execution of sourcing activities.
- * **Day-to-Day Calling Report:** Maintain and report daily communication activities, including supplier follow-ups and coordination.
- * **Webinar Presentation:** Present sourcing strategies, updates, or relevant information through webinars to internal teams or external stakeholders.
- **College Job Fair Attending:** Represent the company at college job fairs to attract potential suppliers or partners.
- * **Government Job Attending:** Attend government job fairs, workshops, or events to explore opportunities related to procurement or sourcing.
- * **Branch Administration Handling:** Oversee and manage administrative tasks at sourcing branch offices, ensuring operations are running smoothly.
- * **Handling All Round and Process Activity:** Oversee the entire sourcing process, ensuring all activities are performed efficiently and within company guidelines.
- * **Admission Counselling:** Provide guidance and counselling to candidates regarding sourcing-related career paths, education, or job placements.

Declaration

- I hereby declare that the information furnished above is true to the best of my Knowledge

YoursFaithFully

Jadav kamlesh.