CURRICULAM VITAE

NAIYA PATEL

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OBJECTIVE:

 To work in an organization who provides professional challenges and opportunities for proven results driven growth.

EDUCATION

Period	*Qualifications*	*Grade*
Part-time student	Full-Stack Engineer(In Progress)	

Currently I am learning the "Full-Stack Engineer" course on Codecademy with help of many other resources available on the internet. I am very excited to build super exciting projects which motivates me every single day in my journey to become a good programmer. I hope to develope super exciting applications/projects and hope to help community and inspire other people in their journey to learn to code.🚀

2008-2009	Assessment and Qualifications Alliance (AQA)	Grade C
	GCSE English, Drayton Manor High School,	
	Hanwell, London	

1999 – 2002	Bachelor of Computer Application	Pass (with Distinction)

Sardar Patel University, Gujarat, INDIA

CAREER HISTORY

HR Associate

Bakkavor Meals London,

40 Cumberland Avenue, NW10 7RQ   September 2019 - Present

Duties include:

Recruitment, On-boarding and Induction:

· Carry out all the administrative processes involved in the recruitment lifecycle including Rights to work checks

HR Database and Reporting:

· Ensure the HR Database accurately reflects current staff conditions and details.

· Recording periods of absences / sicknesses and other leave.

· Provide appropriate reports from the HR database for the purpose of auditing and training.

Advice and Guidance

· Provide day to day advice and guidance to Managers and Employees on general HR related queries and policies.

Administration

· Ensure resignations are acknowledged and processed in a timely manner.

· Respond to reference requests for current or ex-members of staff in line with the Company Policy.

· Ensure electronic and paper based personnel files are maintained.

· Liaise with the Store Administrators to ensure consistent HR systems are maintained.

HR and Payroll Administrator

Diverse dining Ltd, Office 124, i2 Office, Meridien House,

69-71 Clarendon Road, Watford, WD17 1DS   Oct 2014 – August 2017

Duties include:

Recruitment, On-boarding and Induction:

HR Database and Reporting:

Advice and Guidance

Administration

Payroll Processing:

· Responsible for processing and approving monthly Payroll for around 300 plus employees which includes processing New Starters, Leavers, contractual change.

· Generating Weekly and Monthly Payroll reports for all seven stores and Head Office. Ensure all data is

processed and sent to our external Payroll company to make monthly payments and generate Pay slips. · Ensure accuracy of payroll records by maintaining database with updates in status changes, benefits deductions, sending AOE deduction to external Payroll department.

· Sending monthly KPI figures to HR Manager, Finance Manager and Business Directors.

Store Administrator,

Diverse Dining Ltd   October 2013 –September 2014

Customer Service and Administrator

PJ News,   April 2010 – September 2013

(Maternity Leave from June 2009 to March 2010.)

HR Administrator

Le Pain Croustillant, (Now part of Delifrance UK), South Hall   November 2008 - May 2009

January 2008 – Moved from India to London

Teaching Assistant (Computer Science)

M.B.Patel Science College, Anand, Gujarat, India   June 2002 – Nov 2007

TECHNICAL SKILLS:

Front-End: HTML5, CSS3, Javascript, jQuery

Frameworks: React JS, Express, Django

Server-side: SQL, PLSQL, PHP, Node, Git

Programming: Python, Java, C#

Applications: Microsoft Office 2019 (MS Word, MS Excel, MS Power-Point, MS Outlook)