

Miss. MEERA THAKOR

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Profile Summary

Experienced and Influential HR and CSR coordinator with more than 1 years of experience working with community and institutes to improve quality of service, customer satisfaction and enhanced industry value. Skilled at problem-solving in an education with B. A/M.A/B.ed/MSC Management such as a leadership, team work, management, communication, data maintaining and Microsoft world. A proven track record of successful delivery of results in complex change environments coupled with deep Relation value with customers expertise in strategy, operations and performance improvement.

Employment History

HR & CSR Coordinator June 2020 to Dec 2022

JK Lakshmi Cement PVT LTD, Surat, India.

- Working with functional head.
- Leading a team.
- Assist training of skill development center, answering work questions, resolving difficulties, and reviewing.
- Expertise in evaluation of customers demand.

Shop assistant Jan 2023 to Mar 2023

The spices shop, Brighton, Uk.

- Till handling.
- Working in a team.
- Fill up products, etc.

Crew member June 2023 to Dec 2024

McDonald's, Wembley, Uk.

- Till handling .
- Working in a team.
- Costumer service

Post office sub assistant June 2023 to Jan 2024

Neasden post office, Neasden, Uk

- Till handling.
- Working in a team.
- Costumer service .
- Managing case.
- Keeping records.
- Making government documents.
- Bank work.
- Transferring money to different countries
- Balancing reports

Academic Credentials

MSC Management from University of Brighton, Brighton & Hove, United Kingdom, 2023 to 2024.

- Learning about "**supply chain, Management, Marketing**".

Level 7 Diploma in **strategic management and leadership** from Global MKNCC Program, United Kingdom with Frist class in the year of Aug 2022.

- Project Undertaken "**International business and market**".

Bachelor of Education with specialization in **Economics** from P. N. Patel college, Umrakh, India, distinction in the year of Sep 2020.

- **Internship** at UKRK school, India.
- Project Undertaken "**A vital worker of industry**".

Master of Arts with specialization in **Economics** from JB Dharukawala Girls College, Surat, India with First class in the year of Apr 2016.

- Project undertaken "**A Study of Exchange Rates**".

Bachelor of Arts with specialization in **Economics** from P. R. B Arts and P. G. R Commerce College, Bardoli, India with Pass class in the year of Apr 2014.

Professional Training

Six months certified course on “**CCC**” (computer concept course) at Tejas classes, Bardoli, India.

Three months **Spoken English** Classes at JB Dharukawala Girls College, Surat, India.

Summary of key skills

Leadership Skills

- Lead a team of four staff and Started skill development center with outside vendors which add more value and source of income.
 - Organized various events on skill development's certification.
 - Graduated level 7 diploma in strategic management and leadership helps to obtained leadership skill, planning and control, risk management skills.
 - Relation building at all levels of the organization, People management, training and development.
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