

Parmar Pranay Bharatbhai

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EDUCATION

EDUCATION	DEGREE	PERCENTAGE	DATE
Laxmi Institute of Management, Sarigam	MBA HR	80%	June 2021 - June 2023
Roffel Institute of Management, Vapi	BBA HR	63%	Jul 2018 - Jul 2021
K.D.B. High School, Sarigam	HSC Commerce	68%	June 2016 – Apr 2018
K.D.B. High School, Sarigam	SSC	58%	June 2014 – Apr 2016

SKILLS

- Microsoft Excel
- Microsoft Word
- Strong Communication
- Detail Oriented
- PF and ESIC
- HR Documentation
- Data Analysis
- Legal Compliance

WORK EXPERIENCE

Executive HR and Admin – Kaneria Building Solution Pvt. Ltd.

June 2025 – Present

- Oversaw comprehensive HR administration—including accurate attendance and record keeping for contractual and permanent employees, contract labour management, payroll processing, leave management, bonus distribution, ESIC and PF administration.
- Ensured strict legal compliance and maintained detailed audit documentation by managing HR policies, registrations, and employee records.
- Fostered a positive work environment through effective grievance resolution, proactive employee relations, and organizing engagement events.
- Developed and implemented strategic HR initiatives by preparing essential documentation (offer, appointment, and termination letters) and providing management with data-driven reports and insights.

Executive HR and Admin - Deluxe Recycling India Pvt. Ltd.

Apr 2024 - May 2025

- Supervised all-encompassing HR administration, which included precise attendance tracking and record maintenance for both contractual and permanent staff, management of contract labor, payroll processing, leave administration, bonus allocation, as well as ESIC and PF management.
- Guaranteed adherence to legal standards and preserved thorough audit records by overseeing HR policies, registrations, and employee documentation.
- Cultivated a constructive workplace atmosphere through efficient grievance handling, proactive employee relations, and the organization of engagement activities.
- Formulated and executed strategic HR initiatives by preparing vital documentation such as offer, appointment, and termination letters, while also supplying management with reports and insights based on data analysis.

HR Officer - Future Finishers Pvt. Ltd.

May 2023 - Mar 2024

- Managed and coordinated manpower requirements, ensuring effective recruitment of contract manpower.
- Oversaw contract bill processing, conducted regular PF checks, and maintained audit documentation to ensure compliance with internal processes and regulatory standards. Managed time and attendance for both contractual and permanent staff, updating and maintaining the master database for accurate record keeping.

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PROJECTS

SIP on Performance Appraisal - Calibre Chemical Pvt. Ltd

- Conducted a study on performance appraisal systems, evaluating their effectiveness in employee development and organizational performance.
- Provided recommendations for optimizing performance evaluation processes.

CP on Measuring Employee Engagement - AMN LIFE SCIENCE PVT. LTD

- Focused on strategies to assess employee engagement levels, identifying key factors that drive motivation, productivity, and job satisfaction.
- Suggested initiatives for improving engagement and fostering a positive work culture.

ADDITIONAL INFORMATION

- **Internship:** Calibre Chemical Pvt. Ltd.
- **Languages:** Gujarati, Hindi, English.
- **Hobbies:** Cricket, Dancing, Music.
- **Address:** Sarigam, Bhilad, Vapi, Gujarat, India -396155
- **DOB:** 26/07/2001