

Vaibhav M Patel

Email: vaibhavp5298@gmail.com

Mobile No:- 9974928826

Career Objective:

“To Get Good Position in Your Organization”

Current Job Profile :

At present I am working with **Parle Elizabeth Tools Pvt Ltd** as an HR & Admin Executive.

16 July, 2020 To Continues.....

Organization : Parle Elizabeth Tools Pvt Ltd

Designation : HR & Admin Executive

Work Activities -

- Daily Attendances Report
- Time Keeping (Biometric)
- Leave Management (CL / PL / C.Off)
- Recruitment & Selection
CV sourcing through portal and through consultant Joining Formalities & Document
- New Employee Induction
- New Employee Training
- Arrangements of Basics requirements like Sitting arrangements, PC, Mobile, Dongle, email id creation, Bank account opening, Ticket booking with prior approval etc.
- Maintaining and Updating Master Data Base of Exit Employees as Well
- Employee Track Record
- New Employee Registion P.F & ESIC
- Employee P.F / E.S.I.C / P.T Challan Generation
- P.F. Withdrawal & Transfer Process
- HR MIS Report, Mobile MIS, Scrap MIS, Attrition Report,
- Visit Of Government Offices
- Employees Record Keeping in Computer.
- Employee Complain & Solution
- All Register Maintain
- Payroll Salary Process.
- Cash control system for better billing and cash flow.
- Calculating & Processing The Salaries of The Employees

PF, PT, ESIC, Bonus, LWF, Gratuity & Overtime.

- Ensure all Inputs for Salary are in Corporate after validation and checks.
- Employee Full & Final Statement and Exit Formality.
- Other Admin Work & Operational Work

ADMINISTRATION

- Customer Relationship
- Facilities management
- Food & Canteen management
- Security management
- Scrap management
- House Keeping management
- Mobile Billing
- Staff and member travel Ticket Booking & Arrangement.
- Vehicle Management.
- AMC Contract Vender Management.
- Maintaining Stock & Stationary & Records Office Maintenance
- Repair & Maintenance, Building and Premises
- Travel Desk Management
- Event Management

Work Experience:

- I had work in Utility Labour Contract Handel in Intas Pharmasez Ltd.
(August – 2011 To July – 2014)
- I had work in Riddhi Steel & Tube Ltd as Hr Generalist.
(July – 2014 To March – 2017)
- I had work in Macons Equipments Pvt Ltd as a Hr Generalist.
(March – 2017 To August – 2018)
- I had work in Jay Infa Trade Pvt Ltd as a Hr & Admin Executive.
(August – 2018 To July – 2020)

EducationalQualification :

1. Passed S.S.C. with 61.00 % in 2004
2. Passed H.S.C. in Arts Stream with 72.14 % in 2006
3. Passed B.A. Economics with 54.00 % in 2009
4. Passed M.S.W with 66.00 % in 2011

Computer Skills :

- Operating system: Windows 10
- M.S.Office
- Internet

Personal Details:

Name – Vaibhav Mahendrakumar Patel

Birth Date - 14th December 1987

Marital Status - Married

Known languages – Gujarati, Hindi, English

Permanent Address – 8, Hari Darshan Row House,
Sector B/2, Sterling City Plot,
Behind NandeshwarMahadev
Temple,Bopal, Ahmedabad.