

Vishwa M Upadhyay

Contact No.: +91-8401604606

Objective

Seeking an opportunity to show case my abilities, apply my knowledge to pursue a successful career in the industry which offers Professional growth and provide an environment to enhance my skill.

CAREER HIGHLIGHTS

From March 2019 to Till Date as HR Executive in Kiran Motors Ltd, Ahmedabad

Key Deliverables:

- ⇒ General HR activities for Kiran Motors Ltd Ahmedabad, Taking Care of 5 Location of Ahmedabad.
- ⇒ Organising induction program for all new joiners as per standardize policy and complete entire documentation before Induction program.
- ⇒ Generating and Removing of MSPIN as per requirement of MSIL and Kiran Motors Ltd.
- ⇒ Recruitment and selection of sales Executive and team leader as per requirement.
- ⇒ Uniform & ID cards as per the company policy.
- ⇒ Conducting exit interview and reviewing the reasons for attritions & taking the necessary actions.
- ⇒ Helping to developing and implementing new policies.
- ⇒ Responsible for Making Attendance for all location [Ahmedabad], and Process the salary as per attendance.
- ⇒ Taking care of Employee welfare activity of all location of Ahmedabad.
- ⇒ Visiting all location in Ahmedabad for smooth running function of HR for all Locations.

From Oct 2016 to Dec 2018 as HR Executive in FastnSure Services Pvt Ltd, Ahmedabad

Key Deliverables:

We Are Fast N Sure Services Pvt. Ltd. – An Entity Assuring You A Safe And Happy Drive On The Road! As You Must Be Aware, In Most Of The Developed Countries Emergency Road Side Assistance (ERA) Membership Is A Must. More than 1200 Service Points Across Gujarat And Rajasthan, And Now we are across DELHI, NCR, MUMBAI, GUJARAT, RAJASTHAN, MADHYAPRADESH, MAHARASTRA, GOA, PUNJAB, HARYANA, HIMACHAL PRADESH, UTTARAKHAND, UTTAR PRADESH With More Than 5000 Service Points And Still Many More To Come.

- ⇒ General HR activities for FastnSure Services Pvt Ltd.
- ⇒ Organising induction program for all new joiners as per standardize policy and complete entire documentation before Induction program.
- ⇒ Authorized person issues all kinds of letter like offer letters and appointment letter for all new joiner for all location.
- ⇒ Experience / relieving letter for left employees.
- ⇒ Uniform & ID cards as per the company policy.
- ⇒ Conducting exit interview and reviewing the reasons for attritions & taking the necessary actions.
- ⇒ Conducting Monthly, Quarterly and Yearly cultural activities as part of employee's motivations.
- ⇒ Conducting Reward & Recognition Program.
- ⇒ Helping to developing and implementing new policies.
- ⇒ Responsible for Making Attendance for all location, and Process the salary as per attendance.
- ⇒ Managing all admin functions as per the company rules and regulations.
- ⇒ Implementing smooth admin process to achieve organization goals.

Major Attainments:

- ⇒ Also Involved in Skill India Project, Digital India Project.
- ⇒ Successfully open the Center for Skill India and Digital India at different location in Gujarat.

ACADEMIA

- ⇒ **Perusing M.Com. [3rd Semester]** from Gujarat University.
- ⇒ **B.Com.** from Gujarat University in 2018.
- ⇒ **H.S.C.** - Commerce from GHSEB in 2015 with 82%.
- ⇒ **S.S.C.** - from GHSEB in 2013 with 77%

IT FORTE

- ⇒ Well-versed with M.S Office & Internet other IT application.

Project

- ⇒ Handling the skill India Project in FastnSure Services Pvt Ltd.

STRENGTHs

- Excellent communication skills
- Best at Management
- Positive attitude
- Self-Confidence
- Adaptability
- Leadership skills

PERSONAL DETAILS

Date of Birth : 18th October, 1997
Address : A-5, Manthan Flats,Opp. Sarthak School,Stadhar Road , Ahmedabad.
Marital Status : Unmarried
Language : **Gujarati, Hindi & English**

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