

RESUME

THAKOR VIJAYSINH PRATAPSIKH

At Po. Pandva-388265,

Ta. Balasinor, Dist. Mahisagar

Email Id :

vijaychauhan2581993@gmail.com Mo. :

9723155876

Personal Details :

Name : Thakor Vijaysinh Pratapsinh

Date of Birth : 25/08/1993

Gender : Male

Nationality : Indian

Religion : Hindu

Marital Status : Unmarried

Languages Known : English, Hindi &

Gujarati Hobbies : Playing Cricket &

Reading

Objectives :

- To obtain a position as a best employee in your organization, which will enable me to apply my skills and have the opportunity to develop.

Educational Qualification :

Sr. No.	Exam	Board/University	Year of Passing	Percentage
1	S.S.C.	G.S.E.B.	2010	65.23%
2	H.S.C.	G.S.H.E.B.	2012	78.71%
3	B.S.W.	S.P.University	2015	60.90%
4	M.S.W	S.P.University	2017	67.40%

Other qualification

Certificate course in human rights – S.P.UNIVERSITY MAY 2013

EXPERIENCE
Assistant of R.I.O. (Mandvi Kuthc Bhuj)
NFHS (National Family Health Survey (04 Month)

OSIA HYPERMART

08/11/2019 -continue

HR EXECUTIVE

- . Conducting Induction Programs and Joining Formalities of the New Joining
- . Resolving Employee Grievances
- . Maintaining Attendance and Leave Records
- . Preparing Salary of the Employees
- . Responsible for complete joining and orientation formalities of new employees
- . Maintained Database and Personnel file
- . As HR I am handling End to End Recruitment Process, Recruitment & Selection, Joining formalities & Induction

To Generate Employee Code For New Joining's In The Company Generate UAN NO For The New Joining Employee, Also Here My Work Is To Generate Daily Present/Absence Reports Of 28 Different Stores About 1200+ Employee Daily And Monthly Via Biometrics (TIME WATCH SOFTWARE) Resolving Employee Issues Like Commissions, Working Day's etc. Also Co-ordinate With Colleagues And Rectify Issues With Them

Also Distribution of Salary Slips Among All Staff and Many More Office Work I Can Handle Without Problem

Field-Work of Placement:

SEM	Name of Placement
MSW (1 st Sem.)	Hiraba Mahila Mandal, NGO, V.V.Nagar
MSW (2 nd Sem.)	Lambhvel
MSW (3 rd Sem.)	T.B.Hospital, Anand
MSW (4 th Sem.)	MERY GOLD

Computer Skill:

- Basic, M.S.Office, Internet

Career Interest:

- HR
- Medical Field
- N.G.O.
- Corporate Social Responsibility (C.S.R.)
- Industrial Relations (I.R.)

Skills and Strength:

- Self-Motivation
- Hard Working
- Quick Learner
- Communication

Declaration:

- I do her by declare that the particulars of information and facts stated here in above are true correct and complete to the best of my knowledge and belief.

Thakor Vijay P.