

Paresh Sumara

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Objective:

Want to work with a dynamic and fast growing company. It would be my constant Endeavor to work for the betterment of the organization and help it excel to greater heights.

Career Summary:

- Multifaceted and goal-oriented professional with 10 years of experience in core HR activities.
- Valuable experience in end to end recruitment, induction, payroll processing, performance management/appraisals, attendance & leave management, HRMIS, statutory compliance, HR internal & external audit etc.

Professional Experience:

- Working with **“TRIO Elevators Co. (India) Limited** as a **“Manager- HR & Admin”** since Oct’18 to till date.
- Worked with **“Shree Balaji Group”** as **“Assistant Manager- HR”** from May’18 to Sep’18.
- Worked with **“Medusind Solutions India Private Limited”** as a **“Senior Executive HR”** from Nov’10 to Apr’18.

Skill Set:

Recruitment:

- Planning human resource requirements in consultation with heads of different functional & operational areas, organizing the interviews and induction programs.
- Responsible for entire recruitment process starting from maintaining resume data bank to screening the candidate, salary negotiations and issuing offer & Appointment letters.

Training & Development:

- Identifying the training needs for teams from different departments in consultation with HODs.
- Organizing internal training programs and getting feedback from employees.
- Taking awareness classes on benefits available with PF, ESI, personal grooming & other etiquettes etc.

Employee Relations:

- Resolving employee grievances in a prompt manner and develop faith in employees towards the management.
- Responsible for employee queries regarding payroll, attendance, HR policies, leave details, timesheets etc.
- Birthday celebrations and organize festival events.
- Reward and recognition activities for motivating the best performer as well as other employees.

Payroll Processing:

- Responsible for check and verify for consolidation of payroll with all inputs like collection on attendance, leaves, new hires, employee information changes, Loans, advances, adhoc payments, and reimbursements etc.
- To do pre-audit the payroll for zero error and management approval.
- Check monthly statutory reports & Challans for PF & ESI.

Leave & Attendance Management:

- Day to day attendance checking and maintain monthly leave balance report.
- Responsible and check overtime & late coming reports, absenteeism reports all employees.

Statutory Compliances:

- Responsible for all the statutory compliances standards adhere to local authorities like PF, ESIC etc.
- Conducting monthly-quarterly compliance audit.
- Obtain contract labour licenses and registration certification under contract labour act.
- Registration under S&E and PT.
- Maintaining records & registers as per the labour laws/acts - PF, ESI, PT, Bonus, Gratuity, Apprentice, Factory etc.
- Ensure submission of timely returns under various acts.
- Face the Labour, PF & ESIC inspections and preparation of records for the same.

Government liaising - Liaising with different government authorities includes Labor Officer's – Inspector's.

Other HR Activities:

- Implementation of the organization's HR Processes.
- To check and verify various MIS reports with analysis to the top management on recruitment status, attrition analysis, overtime & late coming reports, absenteeism reports, salary cost, manpower report etc.
- Providing Induction to the new joiners, over view the organization structure with PPT presentation.
- Responsible for show cause notices, warning letters, memos, termination letters, etc.

- Conducting exit interviews, employee final settlements, relieving procedures and employee coordination.

Achievement:

- Awarded by **Ms. Kranti Munje**, Sr. Vice President - HR & Organization Development for **“Team Of The Quarter Award”** on **January 2013**.
- Awarded by **Ms. Kranti Munje**, Chief Human Resource Officers for **“Team Of The Quarter Award”** on **December, 2015**.
- Successfully completed “Medusind Solutions India Pvt. Ltd.” yearly PF Audit by PF Departments from **2013 to 2017**.
- Received Certificate for getting **First Rank** in Medical Terminology Exercise.
- Got **First Prize & Gift** from **Mr. P. C. Gupta** - Vice President in Medical Terminology Exercise at XXVth Annual Review Meeting Workshop at Bangalore on 3rd & 4th December 2009.
- The Certificate was awarded by Ho'ble Director of GCRI - **Mr. Shilin Shukla** on “Hospital Day” on April 10, 2010.

Educational Background:

- MBA in HR from National Institute of Management in July 2008 with “A” Grade.
- B. Sc. (Chem.) from Gujarat University in year April 2000.
- Higher Secondary Passed from GHSEB in year March 1997.
- High school Passed from GSEB in year March 1994.

Personal Details:

Address : I -101, Aakash Residency, Club O 7 Road, Shela, Ahmedabad –380058.
Date of birth : 1st Oct 1978
Marital status : Married
Languages known : English, Hindi & Gujarati.