**Resume**

**Career Objective:**

I aspire to be a part of an organization of repute, which provides the challenging job so that I can effectively utilize my academic strength and experience in the decision making process on HR / IR related issues and over all administration, and eventually contribute to organization’s success.

**Current Assignment:**

Working with **Arvind Limited, Santej** as Manager – ER since February – 2021.

**Role & responsibilities:**

* Responsible for HR / IR activities
* Manpower Planning
* Talent Acquisition
* Payroll Operations
* Training & Development related activities
* Company as well as contract manpower management
* Enforcing disciplinary activities at the shop floor
* Resolution and Negotiation with Union Workmen
* Statutory Compliance Management
* Employee engagement & involvement related activities
* Employee Grievances Handling
* Welfare Activities

### Consolidated Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **NAME OF COMPANY** | **DURATION** | **POSITION** |
| 1 | The Akshaya Patra Foundation, Ahmedabad | January, 2019 To January, 2021 | Manager – HR (Gujarat) |
| 2 | Phenix Construction Technologies, Sanand Plant | June, 2017 To January, 2019 | Manager – HR & Admin |
| 3 | Arvind Ltd. Santej Plant | April, 2012 To May, 2017 | ER - Manager |
| 4 | Intas Pharmaceuticals Limited, Matoda, Ahmedabad. | March 08, 2010 To 01 April, 2012 | Sr. Officer– P & A |
| 5 | Zydus BSV Pharma Pvt. Ltd., Matoda, Ahmedabad. | October 15, 2007 To 02 March, 2010 | Officer – HR |
| 6 | Harsha Engineers Limited, Changodar, Ahmedabad, | March 13, 2006 To October 12,2007 | Executive – HR |
| 7 | Hindustan Coca – Cola Beverages Pvt. Ltd., Village: Goblej, Dist. Kheda, Gujarat. (On the payroll of an outsourcing agency) | February 4, 2005 To March 10, 2006 | Assistant – HR |

**Responsibilities handled in previous organizations…**

**HR**

* Recruitment – including joining formalities & induction
* Training & Development
* Performance Management System
* Contract Manpower Management
* Employee Exit, Exit Interviews, Full and Final Settlement
* Preparing and monitoring Annual Budget for H R & Admin department
* Payroll & Attendance, OT, C-off & Leave management
* Probation review forms
* Informative Circular
* Mediclaim

**IR**

* Handling Labour Unions
* Handled Fatal Accident & Murder Case
* Focusing on Labour issues
* Long term productivity linked wage settlement
* Statutory Compliances
* Government officials visit
* SEZ Compliance
* Contractors & Contract workers Management
* Counseling
* Grievance handling by coordinating with Corporate HR or internally
* Disciplinary Activities
* Various Committees Meet (JMC, Canteen, Sexual Harassment etc.)
* CSR & Welfare Activities

**Administration**

* House Keeping
* Transport Management
* Canteen Management
* Pest Control
* Travel Management
* Laundry
* Courier
* Telephone – EPABX / Mobile
* Arrangement for weekly off days
* Stationery
* Event Management
* **GMP**

SOP’s related to HR & Admin dept.

### Educational / Professional Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **EXAM PASSED** | **YEAR OF PASSING** | **PERCENTAGE** | **NAME OF UNIVERSITY** |
| 1 | MBA – HRM | 2012 | B | Sikkim Manipal University |
| 2 | PGDIRPM | 2007 | 58% | Bhavan’s Rajendraprasad Institute Of Communication & Management |
| 3 | Executive Diploma in HRM | 2006 | Individual Grading | Nirma University |
| 4 | Diploma In Labour Laws & Practice (DLP) | 2006 | 55% | Gujarat University |
| 5 | Diploma in Taxation Laws & Practice | 2005 | 61% | Gujarat University |
| 6 | B.Com | 2003 | 55% | Gujarat University |
| 7 | Diploma in Software Application | 2000 | 67% | ACT Computer Institute |

COMPUTER KNOWLEDGE Windows – 2000

Ms – Office – 2000

Ms – Word / Excel / Power Point / Internet

SAP

**Personal Details:**

**Name**  Karan Vijaykumar Joshi

**Address** 4/5, Vishram Apartment,

Vasna, Ahmedabad – 380007.

**Date of Birth** 12th June, 1983

**Marital Status** Married

**Community**  Hindu Brahmin

**Notice Period** One Month

**Date: - (Karan V. Joshi)**