# Curriculum Vitae

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| Personal Details |

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| Name | Goswami Sureshgiri Ilashgiri |
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| **Residential Address** | At & Post:-Nandej-Barejadi,  Nr.Post Office /Primary Health Centre ,  Station Road,  Tal: - Dascroi,  Dist: - Ahmedabd. Pin-382435 |
|  |  |
| **Phone** | 09016977431/ 097277 06726 |
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| **E-Mail** | Sureshgoswami1963@gmail.com  [vipulgoswami85@gmail.com](mailto:vipulgoswami85@gmail.com) |
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| **Date of Birth** | 28/10/1963 |

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| **Objective** |

To Apply My Knowledge And Skills Into Organization, Work In An Innovative And Challenging Environment To Dedicate Myself For Work Undertaken And Utilize My Efficiency At My Best To Fulfill The Organization’s Requirements.

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| **Qualification** |

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| **Course/ Degree** | **College/University** | **Passing Years** | **Class / %** |
| LL.B (Special) | Gujarat University | 2008 | Pass |
| B.Com | Gujarat University | 1987 | 48 % |
| HSC | GHSEB | 1981 | Pass (42%) |
| SSC | GSEB | 1979 | Pass (50 %) |

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| **Knowledge of Computer** |

* **M.S. Office Computer Course Completed. (Word, Excel, Power point)**
* **A Knowledge of Internet & ERP.**

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| Experience |

**Over all Total Experience of 28 Years in HR Department**

**Current Organization**:-

**Name of Organization** : - Acme Air Equipments co. Pvt. Ltd, Vatva, Ahmedabad

**Department** : - Human Resources Department

**Designation** : - Dy. HR Manager

**Reporting To**  : - Managing Director

**Tenure** : - 02/10/2009 to till Date

**Job Profile:-**

**H.R & Administrative Work:-**

* Work Related to Timekeeping, Maintenance of Monthly Registers as per Minimum Wages Act & Factory act. Daily Attendance of Staff, Apprentice Related Work And Supervision of Contract Labour Related Work. And Office Routine Work.
* Preparation of Statement of Interview, Minutes, Offer Letter, Office Orders. Preparation of Experience Certificates, No objection Certificate Apprentice Related etc, Work Relating to Utility Services (Canteen, Transport, Security, House-keeping).
* Wage and Salary, P.F, E.S.I, Bonus, Gratuity settlement etc. related work.
* Preparation of Salary of employee.
* Responsible for All Hr & Administrative Work.
* In-charge of HR & Administrative Department.

**Legal Work:-**

* Work Regarding Preparing Suspension Order, Memos, Show Cause Notices, and Charge Sheets Etc.
* Maintenance of Register under Labour Laws.
* Government liaison, Attending Court Hearing, Legal Proceedings, Labour dispute settlement and counseling between union and management**.**

**(1) Past Organization**

Name of Organization : - Air Control and Chemical Eng. Ltd.

Nandej-Barejadi, Ahmadabad.

Designation : - Sr. Personnel officer

Department : - Human Resources Department (Personnel Department)

Reporting To : - Sr. Dy. General Manager (HRD)

Tenure : - From: - 25/02/2005 to 30/09/2009

**(2) Previous Organizations:-**

1. 11 years working exp. As a Timekeeper in the S.L.M Maneklal inds., Vatva, Ahmedabad.
2. 4 years working exp. As a Personnel Officer in S.L.M Maneklal inds. Vatva, Ahmedabad.
3. 2.5 years working exp. in Timekeeping dept. of Swastik Textile Eng., Amraiwadi, Ahmedabad.

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| **References** |

**Mr. Mayur Thakkar**

Mamlatdar,

Ahmedabad

M: - 09879139792

**Date: - Sd/-**

**Place: Ahmedabad Suresh Goswami**