From:-

Kuldip Prajapati,

Dist. - Sabarkantha,

Gujarat - 383440.

Contact No. : +91- 8980324517, +91- 7383249397

E-mail : [kuldeepprajapati10@gmail.com](mailto:kuldeepprajapati10@gmail.com)

To,

The HR Manager,

SUBJECT: (Application for the suitable post in HR department).

Respected Sir,

With reference to the advertisement, I would like to submit my application for the same in your esteemed organization. I am herewith enclosing my CV for your perusal and favorable consideration,

I will be grateful to you, if an opportunity is given to me to work under your well guidance and kind control.

Furthermore, I will work well wish others. I shall do my best justify faith and responsibility in me.

I assure you Sir; I will do my work very sincerely and carefully as per efficiency up-to-your entire satisfaction.

I hope that you will consider my application sympathetically and will give me a chance to work to work with you.

Awaiting a right opportunity to prove myself.

Thanking you in anticipation.

Yours sincerely,

Kuldip Prajapati.

**Curriculum Vitae**

****

**Kuldip Prajapati**

**Present Add. :** Block-H, Sarjan Opp Sun Villa Row House,

Nr. Sharda School, Memnagar, Ahmedabad- 380052.

**Contact No. :** +91- 8980324517, +91- 7383249397

**E-mail:**[kuldeepprajapati10@gmail.com](mailto:kuldeepprajapati10@gmail.com)

**Objective:-**

To obtain a good spot in HR field that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company.

**Work Profile:**

HR professional with a dual specialization in Human Resource Management and Labour Legislation. A strong business acumen and fair understanding of organizational dynamics, with an innovative decisionmaking capabilities. Been proactive as a professional. Possess excellent organizationl, relationship management & analytical skills.

Currently working in Trans treasure Services (India) Private Limited. Ahmadabad as Hr. Executive for Gujarat region.

**Educational Qualification:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Board/**  **University** | **Class**  **Obtained** | **Percentage** | **Year of**  **Passing** |
| MHRM | SP University, vallabhVidhyanagar, Anand. | Distinction | 7.30 GPA | 2016 |
| B.COM | MS University, Baroda | Pass Class | 44.00 | 2013 |
| HSC | GSHSEB,Gandhinagar | Distinction | 73.57 | 2010 |
| SSC | GSHSEB,Gandhinagar | First Class | 65.23 | 2008 |

**Field Work Experience:-**

* **NGO -** DRDA, Anand
* **Rural -** Sanjaya Village, Anand
* **Service Sector -** K K Chokshi Association, Vadodara.
* **Industry-** Mafatlal Industries Limited, Nadiad.(Project - Conflict Management)

**Work Experience:-**

* **Company Name:S R Corporate services Pvt.Ltd.,Ahmadabad.**
* Company Type : Recruitment Consultant.
* Designation : Hr Recruiter
* Period : May, 2016 toOctober, 2016.

**Roles & Responsibilities:**

* Entire Recruitment Life Cycle. (Junior Level and Senior Level)
* Sourcing candidate resume from portal according to the client’s requirement.
* Headhunting through LinkedIn.
* Job posting on portals.
* Sourcing CV's from Social Networking Sites, Portal and references.
* Screening resumes and short-listing the candidates.
* Taking telephonic interview of the candidates.
* Follow-up with candidates.

**Company Name:**Trans treasure Services (India) Private Limited**.** Ahmedabad.

* Company Profile: Business Enterprise Solution” and “Service Delivery Partners” energized

Us to rejuvenate the entire “Cash Management Space” in BFSI & RetailIndustry. (Employee

Strength – 300+)

* Company Type : Service Sector.
* Designation :Hr Executive
* Period : October, 2016 to Present.

**Roles & Responsibilities:**

* Recruitment.
* Handling interview process and new comers joining formalities.
* Updating and maintaining personal files of all the employees.
* Preparing I card for the new employees.
* Maintaining VRF register and generate new VRF as per requirement.
* Recording, maintaining and monitoring attendance to ensure employee punctuality.
* Tabulating data on attendance of employees and forwarding it to account office at the

End of the month.

* Basic knowledge about calculating overtime.
* Leave Management.
* Statutory compliances(PF,ESIC)
* Preparing Training Schedule of employees.
* Payroll preparation of 300+ employees.
* Resolving employee queries and grievances.
* To maintain MIS reports related to Joining, Attrition, and Transferred Cases etc.
* Maintaining employee database, employee master etc,
* F&F procedure.

**Personal Details:**

Date of Birth : 04th Feb, 1993

Gender : Male

Nationality : Indian

Marital status : single/unmarried

Blood group : A+

Language Known : Gujarati, Hindi, English

Hobbies :Listening Music, Cooking, Bike Riding.

Permanent Address :102, Prajapati Street, Chorivad,

Ta. -Vidali, Dist. - Sabarkantha, Gujarat, 383440**.**

**References:**

|  |  |
| --- | --- |
| Mr. Ankit patel | Mrs.Sonali Thakkar |
| Sr.Executive – HR & IR | HR Head |
| Mafatlal Industries Limited, | [Logicash Solutions Pvt. Ltd.](https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwiAq_mBhuTPAhVBQ48KHdNJD_UQFgglMAE&url=https%3A%2F%2Fwww.naukri.com%2Flogicash-solutions-jobs-careers-1022178&usg=AFQjCNEtMNGdnQj-Q-YmVogq68e8fklEhA) |
| Nadiad. | Mumbai. |
| (M) 9978346842 | (M) 09930008228 |
|  |  |

**Declaration:-**

I hereby declare thatthe above information provided in this Curriculum Vitae are correct to the best of my knowledge and understanding.

Place: Ahmadabad Kuldip Prajapati