Curriculum Vitae

**RiteshRameshvar Ram**

Bhavan Society – 2

Opp – Sarda society,

NR – BabuBhuvan

“Shree Ram Krupa”

Veraval - 362265

Dist – Girsomnath - Gujarat

MO: 9924437473

[Riteshram88@gmail.com](mailto:Riteshram88@gmail.com)

|  |
| --- |
| **CAREER OBJECTIVE** |

To Apply My Interest and Experience towards the Company’s Growth. And focus my skills to assist the development of the business.

|  |
| --- |
| **PROFESSIONAL EXPERIENCE** |

* Working as a site HR Officer– with **ISGEC HEAVY ENGINEERINGH LTD**. (Formerly as IJT JOHN THOMSON). Joining on **08TH OCT - 2018 to till continue** at Delhi - Corporate office and then site posting at **Guru Govind Singh Refinery** HPCL-Mittal Energy Limited**(**HMEL**)** – Bathinda – Punjab.
* Worked as a HR & Admin Officer with**HajeeA.P.Bava&Co. Constructions Pvt. ltd.From 15th May 2018 to 25th Sep2018**
* Worked as a HR – Officer with **MagnetiMarelliMotherson Auto System Pvt. Ltd**. From 19th April 2016 – 25th May 2017
* Worked HR&Admin – Officer with**Crystal Ceramics Industries Pvt. ltd.** From **25th Sep 2015 to 18th April 2016**.

|  |
| --- |
| **Key Responsibility** |

**Time Office:-**

Day to day attendance checking (all 320 employees) throughout biometric punching.

Maintain leave card of on roll employees

Checking and maintaining overtime and late coming report, absenteeism report of all on roll employees and maintain record of c/off and overtime of all employees.

Check of roll manpower attendance verified by all department HOD’S at end of the month for the salary and bill making

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **Statutory compliance:** |   Maintain all statutory register e.g. Muster roll, leave with wage register, attendance register, workmen register, advance register, fine and damages register  Abstract of the act – form 19, and notice board  Allotment of UAN and uploading KYC details of employees.  Maintain record of Labour licence and WC policy and LWF of sub-contractors and make process of renewal before one month to the expiry date.  Knowledge about how to generate ESIC id of new employees | |
| **Training & Development:** |

Identifying the training needs for teams from various department shift in charge and make schedule accordingly

Making for yearly training calendar to concern and discuss with all departments HOD’S.

To discuss and communicate with trainer plan location and fulfil need during the training transportation and training material and attendance sheet.

To provide and plan safety training (IIF & advance fire and safety training and supervisorial skill -SSK) training.

To provide various technical training for different (maintenance, electrical, instrumental) and after training takes validation test.

For taking ISO / TS – 16949-2009 certificates work on prepare documentation and provide trainings.

|  |
| --- |
| **Other HR & Admin activates:** |

For providing new manpower to organization find the candidates from the internal and external short listing the resumes,

To call the short listed candidates for interview make schedule for it, after the selection to do the joining formalities.

Do the formalities during the new joinee e.g collect the all testimonial to the candidates fill the PF, ESIC and gratuity form.

Collect all documents of new joinee and send the head office for further process and for employee id enter the data of new joinee in payroll and punching software.

|  |  |
| --- | --- |
| |  | | --- | | **Computer and software knowledge:** | |

* Savior [Time office]
* MS-Office [Excel, Word, Power point, outlook]

|  |
| --- |
| **EDUCATIONAL QUALIFICATION:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTE** | **UNIVERSITY/**  **BOARD** | **YEAR OF PASSING** | **MARKS** |
| M.S.W | H.N SHUKLA COLLEGE | SAURASHTRA UVIVERSITY(RAJKOT) | MAY-2012 | 70% |
| B.COM | SHRI J.K RAM ARTS & COMMERCE COLLEGE | SAURASHTRA UVIVERSITY(RAJKOT) | MARCH-2010 | 53% |
| H.S.C | VERVAL HIGH SCHOOL | G.H.S.E.B | MARCH-2006 | 60% |
| S.S.C | SHREE VINOBA VIDHIYA MANDIR | G.S.E.B. | MARCH-2004 | 46% |

**Ritesh Ram.**

Date: -sign