

CURRICULUM VITAE



Jinit Barot

HR & Administration

D.O.B 22Nd JAN 1985
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CAREER OBJECTIVE

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying t and deploying professional development programs in order to achieve organizational goals and fulfill Employee's needs, and I've good Professional experiences in various organization – Hospitality, Manufacturing, Healthcare & IT.

Core Competencies: -

- Employee grievance handling
- HR Systemization
- HR MIS,HRMS
- PF ,ESIC, Bonus, Contract Labor
- Recruitment to Retirement Procedure
- Performance Appraisal System
- HR Policies & Procedures
- HR Record & Documentation
- Formulation of New forms and formats
- Manpower Management
- Housekeeping & Security Management
- Budgeting and Cost Control
- Staff Welfare
- Event Management
- Vendor Management
- Training and development
- Counseling
- HR Business Partner

Current Employer

Etech Global Services (HQ-USA) (December 2017 to till date)

Designation- Senior Executive HR & Administration- Location-Gandhinagar

Job Responsibility:-

- Manpower Management & Operation
- Payroll& Legal Compliances
- General Administration & Physical Security management.
- Staff Survey towards Management and Leaders
- Performance Review & Appraisal
- Staff Welfare
- Help for Back Ground Verification of New Hire Employees & Induction
- Accommodation & Transport Management.
- HRMS & Exit Formalities.

Previous Employer

Royal Technosoft P Ltd (April 2017 to December 2017)-Ahmedabad

Head HR

Job Responsibility:-

- Handling Fully Management Of Organization
- Recruitment & Selection of IT and Non IT Candidate
- Statutory Compliance
- Manpower Management
- General Administration
- Counseling
- HRMS & Payroll
- Performance Review and Appraisal
- Business Partner HR
- Training and Development
- Budgeting and Cost Control
- Staff Welfare & Event Management

Previous employer

MDIndia HealthCare Networx Pvt. Ltd.(Duration Aug 2012 to April 2017)

Mukhyamantri Amrutam Yojna –Gujarat State

Role: HR & Admin Manager –Location-Gandhinagar

Job Responsibility: -

- Recruitment and Selection
- Payroll Processing
- Finalize HR Procedures and Policies
- Liaising with statutory agencies and Compliances (PF, ESIC, Labor Inspector, and Shop & Act Etc.)
- Vendor Management
- Monitor Stationary procurement and consumption
- Solving Legal Issues
- Monitor of 26 Branches HR & Admin Related Work
- Contract Labour and Industrial Relation
- Handling 26 Branches Across Gujarat (HR & Admin Work)
- Maintain the All Register(Leave,Wages,Fine,Attendance,Damages/loss)
- ISO Audit

Administration

- Planning, Procurement and Administration of Stationery Items for the Organization
- coordinating with vendors for maintenance & procurement
- Salary revision of the existing employees, performance- Based bonus to the deserving candidates, processing
- Managing Joining formalities, induction, coordinating Technical training for campus recruits and imparting
- Maintained public relation with labor commissioner office, Bank, travel agency and other
- Responsible for Security. Canteen and Event

Previous employer

N K PROTEINS Ltd. (Oil Refinery)(Duration Mar 2011 to May 2012)

Role: - HR Executive – Location-Thor-Kadi

RECRUITMENT AND SELECTION

- Notifying vacancies in newspapers, placement consultants etc.
- Resumes of prospective candidates through job portals
- Searching Conducting preliminary interviews of short listed candidates
- Lining up candidates for final interviews
- Preparation of offer and appointment letters for selected candidates
- Issuing confirmation letters to employees who successfully complete their Probation
- Maintaining recruitment database & preparation of recruitment metrics.

PAYROLL PROCESSING

- Completing joining and separation formalities of employees
- Opening of bank accounts of new employees and issuing them IDcards, punch Cards etc.
- Tracking employee attendance on a daily basis
- Generating late coming, missing punch reports etc.
- Processing of salary of employees
- Handling matters pertaining to PF, Gratuity etc.
- Maintaining employee leave cards, disbursing leave encashment to eligible Employee
- Preparation of full & final settlement of employees leaving the organization

TRAINING AND DEVELOPMENT

- Collating data on training needs of various employees from their performance Appraisal records
- Coordinating with HOD'S of various departments for seeking nomination of Employees For various training programs.
- Assisting in induction training
- Formulating training policy and standard operating procedures for training

The Grand Bhagwati Hotels & Banquets Ltd. (Duration Aug 2008 to Mar 2011)

Role: - HR Officer

Location: - Ahmadabad

Job Responsibility: -

Recruitment & Resourcing

- managing the complete recruitment life-cycle for sourcing the best talent from diverse
- Sources after identification of manpower requirements.
- Planning human resource requirements in consultation with heads of different Functional & Head of Department
- Operational areas and conducting selection interviews
- Manage to search different Job Portals and place the demand if required and prepare monthly reports
- Generation various Forms and Procedures to make HR process smooth and Effective
- Conduct screening/initial Tech skill tests with the co-ordination of Tech Staff
- Co-ordinate the interviews with Tech Head and Candidates.
- Short list the candidates for final appointment,
- Conduct final HR interview.
- Salary negotiation and Fixations Managing offer Process, including reference Checks & salary.
- Recommendations, offer letter generation and offer acceptance/declines
- Issue the appointment letters selected candidates
- Processing post interview and post offer joining formalities
- Prepared employee agreements and appointment letters
- Employee Counseling
- Employee Advisory
- Accommodation Procedure

- Taking Induction Session for the new entrants in the organization
- Call the suitable vendor for the particular training
- Co-ordinate for training programs with vendor (internal and external)
- Receipt of training feedback form from the trainees
- Maintain training events in the database
- Competency Mapping & Performance Management
- Coordinating in formulation & implementation of increment, incentive & other Remuneration policies.

Appraisal

- Employee Appraisal Analysis and Feed Back
- As competency manager, played a crucial role during competency mapping for the employees appropriate levels
- Responsible for issuing confirmation of employment letters, warning letters, show cause
- Notice, Termination letters

Final Procedure-

- Conduct exit interview to identify reasons for employee termination and analyze & reporting data based on the exit interview feedback
- Recommendation for the terminating employee on performance/disciplinary grounds
- Coordinating & conducting disciplinary proceedings and exits in line with the policies and procedures

Payroll Processing

- Payroll processing responsible for payroll processing for all the contractual employees.
- Leave processing of new hire and referral amount processing, revising of salary, after the performance Appraisal.

EDUCATION DETAIL

DEGREE	YEAR OF PASSING	INSTITUTE/UNIVERSITY	%AGE DIVISION
B.A	APRIL-2005	GUJARAT UNIVERSITY	52.44%
M.A	APRIL-2007	GUJRAT UNIVERSITY	50.00%
PG DIPLOMA INDUSTRIAL RELATION & PERSONNEL MANAGEMENT	APRIL-2008	Dr.Rajendra Prasad Institute of Management & Communication. Bhartiya Vidhya Bhavan, Bhavan's College	57.29 %
M.B.A	September -2017	Indian School OF Business Management (ISBM)	73.00%

PERSONAL DETAILS:

Name : Jinit Rameshbhai Barot.
 Nationality : Indian
 Hobbies : Reading, Watching Movies, Traveling
 Marital Status : Married

Thanking Yours,

Jinit Barot.

