

Curriculum Vitae - Navin Patel

Mr. Navin Patel [MHRDM. B.Com.]
Residential Address: C,14 Deepakala Avenue,
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CARRIER OBJECTIVE

I want to serve the organization at my level best effort and want to become its essential part by Enhancing its overall effectiveness and undertaking challenging responsibilities.

WORK EXPERIENCE

PlumSlice Lab India Pvt. Ltd

Duration : 10th October 2016 To 28th February 2017

Designation: Compliance Executive

- Conducting orientation programmers for new joiners. Briefing the new joiners with the HR processes, company policies, explaining Salary bifurcation, Appointment Letter etc.
- Handling Wage & Salary, Days calculation, TDS calculation Payroll system & Leave Record, disbarment salary. Salary audit.
- Monitor and coordinate for query resolution of compliance.
- Coordination with F & A department for salary generating and credit in respective employees 's Bank A/C
- Handling statutory compliances. Hands PF& ESIC on online portal
- To ensure payment of Minimum Wages, ESI contribution, Provident Fund contribution, Professional Tax and Labour Welfare Fun
- Handling contract labour management with coordination of contractors.
- To maintain all statutory registers and submission annual retune as per labour rules.
- Exit Interview, Feedback Implementation, full & final Settlement and Exit Procedure, Personal files, records, History, To ensure proper handover, getting employee clearance form.

ADP INDIA PVT LTD

Duration: 24th February 2014 to 07th October 2016

Designation: Executive–Statutory & Compliances

- Providing Statutory Management Services and Advisory Services to clients (Gujarat) in r/o Compliance under various labor laws applicable to their industry.
- To ensure branch visit of client establishment and conduct Branch Visit Report, display relevant Abstracts and statutory Notices accordingly.
- Obtaining License & Registration Certificates from various Government Authorities under Shops & Establishments Act, Factory Act, Contract Labour (R&A) Act, Professional Tax Act, PF ACT, LWF Act, ER -1 Act.

- Timely submission of Annual/Half-yearly/quarterly Returns under various Labour Laws and Handling inspections on behalf of the clients.
- To ensure payment of Minimum Wages, ESI contribution, Provident Fund contribution, Professional Tax and Labour Welfare Fund.
- Ensure and supervise labor law compliance at the client place, i.e. PF benefits, ESIC, Minimum Wages, Payment of Wages, Payment of Bonus and Contract Labour Act etc.
- Monthly Compliance audit for principal employer & vendors (Contractor & Sub-Contractor) engaged by Refinery, for Contract Labour Act, Minimum Wages Act- payment made as per schedule employment, PF Act, ESIC Act, overtime, LWF Act.

Neesa Venture & Holding Ltd.(Neesa Group)

Duration : 21st August 2013 To 21st February 2014

Designation: Executive-HR & Administration.

- Managing all statutory compliance, impart knowledge of labour laws.
- Maintaining the Various Statutory Registers required to adherence with various Labour Laws for Company.
- Ensure statutory compliances for ESIC, PF withdrawal and monthly challans.
- Time office management, attendance, rules and regulation, and day to day present reports, Sending circulars.
- Maintaining employee database, Maintaining employee personal files and leave records.
- Maintaining employee personal files and leave records, Generating Daily Manpower Report.
- Payroll Management i.e. Overtime, salaries, Attendance, Leave record etc.
- People Management, Employee Engagement, Admin Management and other functions of HR, Regular plant inspections.

Mangalam Information Technologies Pvt. Ltd.

Duration : From 21st July -2010 To 20nd August-2013

Designation: Jr. HR & Admin Officer.

- Handling recruitments: - Searching Resumes from Job portals and personnel references for fulfill the requirements and designing legal documents for contractual staff and offer letters for new comers. Database handling and management.
- Time Office Functions:-Attendance, Leave & Over Time Records, and Vouchers.
- Payroll and compensation: Handled Wage & Salary, Generate Salary Slips, Payroll system, compensation surveys in the same industry and negotiated with the bargain able category during wage and salary agreements.
- Responsible the statutory norms : - PF, ESIC, Bonus, Gratuity, joining formalities, Full & Final Settlements. Left Employees Formalities.

EDUCATIONAL QUALIFICATION

I have completed of Master of Human Resource Development & Management from Gujarat Vidyapith in 2010.

I have Completed of B.com from North Gujarat University with second class in 2007.

PERSONAL INFORMATION

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| Name | : Navin Patel |
| Father's Name | : Govindbhai Patel |
| Date of Birth | : 07 th January. 1986 |
| Sex | : Male |
| Nationality | : Indian |
| Marital | : Married. |
| Linguistic Skill | : English, Hindi, Gujarati |

I hereby declare that all the entries are correct to the best of my knowledge. If chance is given to me, I assure you that, I will prove myself as an asset to your organization.

Yours faithfully,

Navin Patel

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