

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SKILLS

Basic Computer

Word, Excel Working and PPT and typing speed.

Handwriting Skill

Good writing skills in Local require language.

EXPERIENCE

Executive HR & Admin

Riviera Infraprojects Pvt Ltd

Apr 2022 to Still Working

HR & Legal Compliance and Administration work as well as Labour and their Labour preparing the Monthly Compliances Prepared or their regarding the Registers. new joining Induction Trainings and Making Gate pass procedure and Medical Checkup, Recording details, office management, Basic Amenities management for staff and Labour, Labour colony management, site staff facilities providers etc.

(2). To maintain the petty cash & cash statement book sheet making. local vendor registration documentation and rates negotiate with the party.

HR Assistant

Sharad Constructions Pvt Ltd

Dec 2020 to Apr 2022

(1). HR & Legal Compliance and Administration work as well as Labour & Staff Police Verification and their Labour preparing the Monthly Compliances Prepared or their regarding the Registers. new joining Induction Trainings and Making Gate pass procedure and Medical Checkup, Recording details, office management, Basic Amenities management for staff and Labour etc.

(2). To maintain the petty cash book sheet making, Vendor bill checking, labour bills and statement making, maintain Account Documentation, Vendor Registration process, Dealing with the Bank etc.

HR/Admin Assistant

Denasa Buildcon

Jan 2020 to Dec 2020

HR & Legal Compliance and Administration work as well as Labour management and accommodation like Vehicle, Mess, Cleaning facilitated. Labour Training & Induction process, Document Verification, Medical Checkup.

HR Assistant

Sharad Construction Pvt Ltd

Jul 2016 to Dec 2019

HR & Legal Compliance and Administration work as well as Labour management and accommodation like Vehicle, mess, Cleaning facilitated.

Team Leader & Field Officer

Schamka Teknology PVT LTD

Aug 2012 to Jun 2016

Team Management and coordinator & Medical Survey Regarding the Job Profile.

PROJECTS**Drop Out School of M.R Student**

Case Studer

1 Month

Team Member(s) : 2

A Study on Drop out Mentally Retarded Student of V S Ghandhi NGO

Job Description

Researcher & case Study

30 Day

Team Member(s) : 2

Job separately work perform to proper channel.

Sickle Cell Anemia

Team Leader Cum Co-ordinator

4 Year

Team Member(s) : 25

Government of Gujarat Sickle Cell Anemia surveillance Project.

ETP & Hazardous Building Construction Project

HR/ Adm Assistant

1 Year

Team Member(s) : 150

ETP construction at Torrent Pharma Rola as a HR Assistant.

Aarti Industries Ltd SEZ-II Dahej

HR Assistant

2 Year

Team Member(s) : 250

Chemical Plant Industrial Construction Project

Mahindra Industrial Park Pvt Ltd

HR/Admin Executive

12 Month

Team Member(s) : 60

Industrial Park Development work and Road & Allied Construction work Project.

Godrej & Boyce Mfg.Co.Ltd.

HR & Admin Assistant & Site Accountant

1 Year

Team Member(s) : 200

PED Open Fabrication Yard 300T & Phase -2 Construction Project Dahej SEZ-II

Torrent Power Ltd Ahmedabad

HR & ADMIN EXECUTIVE

1 Year

Team Member(s) : 50

132 KW Substation Civil Work

EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
Diploma In Labour Practice	P M Patel College Of Social Work	S P University VVNagar	50%	2014
Post Graduate in Social Work	N S Patel Arts Collage	Sardar Patel University VVNagar	59.60%	2011
Bechlore Of Arts	N S Patel Arts Collage Anand	Sardar Patel University VVNagar	62.33%	2009
HSE	The J M Desai Hish School	GSHEB Gandhinagar	55.71%	2006

HOBBIES

Cricket

Car Drive

Travelling New Places

PERSONAL DETAILS

Address	2858, Krushna Nagar Society Thasra
Date of Birth	18/02/1989
Gender	Male
Nationality	India
Marital Status	Unmarried

REFERENCES

Vishal Suthar

Civil Manager

Parikh Constania Pvt Ltd

er.vishalsuthar@yahoo.com

9427794717

DECLARATION

I hereby declare that all the above information is correct and accurate.

HARDIK SUTHAR