

RESUME

Chintan Mevada

Ahmedabad.

Contact No:+91- 9879616371

E-mail: mevada.chintan371@gmail.com

Career objective

To take challenging responsibilities and discharge the same in a well dignified manner with evergreen willingness to learn. To continuously enhance and apply my skills and knowledge in the field of Human Resources and thus contributing my best in the process of achieving Organization objectives.

Educational qualification

Sr.no.	Degree	Uni.	Year
1	Post Graduate Diploma in HRM	MGLI, Ahmedabad	2011
2	Master of Social Work	HNGU, Patan	2009
3	Bachelor of Commerce	HNGU , Patan	2007

Work experience

At present working with **CEDAR DECOR PVT LTD** as a **HR MANAGER** from **April -18 to till date.**

Location:- Ahmedabad

- Identify training needs across levels through mapping of Competency required for particular positions and analysis of the existing level of competencies of individuals vis a vis the gaps in skills.
- Conceptualize & develop training & development initiatives for improved productivity, building capability and quality enhancement.
- Responsibility to maintain and analysis, all records of T&D (TNI, History Records, Trng Feed Back, Trng Evaluation, Impact and Effectiveness of Training, Trng Group, Schedule and Calendar (Monthly/Yearly), Skill matrix, Evaluation and Corrective action planning.
- Recruitment, selection and induction procedures at Plant & Corporate level.
- Responsible for creating monthly reports of related to recruitment, headcount, terminations.
- Screening and short listing resumes through internal database and headhunting for sourcing quality candidates; identifying specialized & potential candidates.

- Scheduling interviews, executing & managing interview process in coordination with various departments' heads.
- Conduct induction programmed for internal Joiners.
- Handling joining formalities.
- Handling record keeping, ID card issuing, basic joining formalities and other compliances.
- Handling vendors on daily basis and coordinating with different departments heads & HR.
- Handling time office management, maintaining good, peaceful and harmonious industrial relations
- Implementing as coordinator various employees' development and Motivational Scheme /Project/activity like 5'S, Attendance award, Incentive scheme .
- Analysis the Motivation & Empowerment status through Satisfaction survey.
- Handlin Payroll, PF, ESI ,LWF and other statutory compliance.
- Maintaining and verifying attendance through application for Sales Staff.
- Providing one stop HR support for Pay slip, Grievance, IR issues etc.
- Verify travelling voucher for all sales staff.

Worked with **Fiem Industries Ltd as a HR Executive** from July 2015 to March,2018.

Location:- Vithalapur

- Training and Development
- Recruitment & Selection
- Manpower planning
- Daily Attendance and MIS Report
- Joining and Exit Formalities
- Employee Motivation activities
- 5s
- Security Management
- Canteen Management and record keeping
- Personal file database preparation
- Salary Calculation & Preparation
- Manpower Management & Control
- Company transportation management

➤ **Shreeji Metazine LLP** (From Feb 2014 to July 2015)

Designation:-HR Executive

Location: Sanand

Job Profile:

- Manpower Management
- Recruitment, Induction. Training & Development

- MIS report and Data management
- Employee Engagement activities
- In time & Out time data management
- Payroll Support
- Exit formality
- Yearly Appraisal activity
- Welfare activities.
- Shift planning management
- Canteen and Transportation Management.

➤ **Up Man Placements Pvt Ltd.**(From June 2012 to Feb 2014)

Designation: - Executive Resource- HR

Location: - Ahmedabad

Achievement: - *Best Shishya* award and Employee of the month award.

Job Profile □

- Recruitment for BFSI, IT and Engineering
- Source the candidate as per client requirement
- Candidate follow ups
- Salary negotiation
- Client co- ordination
- Data Management & MIS report

Computer knowledge

- Certificate in Personal Computer Software (CPCS) from Dr.BAOU, Unjha.

Personal information

Name	Chintan J. Mevada
Contact no	+91- 9879616371
Date of Birth	5 th May 1986
Marital Status	Married
Gender	Male
Nationality	Indian
Hobbies	Music , Cricket and Travelling
Languages known	English, Hindi and Gujarati

(Chintan J. Mevada)