

To associate myself as a Human Resource Sr. Executive having a total experience of 5 + years. In 1 Years In IT Company & 3 year In Pharma Company.

## Personal details:

**Name :** Vishal Bhalala

**Father's Name:** Rajeshbhai

**Date of Birth:** 30/07/1993

**Nationality :** Indian

**Sex :** Male

**Marital status :** Married

**Hobbies:** Playing Cricket, Swimming, Net Surfing.

## Languages Known:

English, Hindi, Gujarati,

## Current Address:

A-401, 4<sup>th</sup> Floor, Vatrika residency,  
Opp. Ratanbaa High School, Nr.  
Madhav Mall, Thakkarbapanagar  
Road, Ahmedabad  
Pin- 382350

## Permanent Address:

At- Jetalvad, TA- Visavadar  
Dist- Junagadh, Gujarat, India  
Pin-362130

**Mobile:** +91 9638512891

**Email :**

[Bhalalavishal007@gmail.com](mailto:Bhalalavishal007@gmail.com)

## Passport Detail:

**Passport No :** R1663075

**Date of Issue :** 10/07/2017

**Date of Expire :** 09/07/2027

**Place of Issue :** Ahmedabad  
Gujarat, India

# CURRICULAM VITAE



## Objective

To pursue a challenging carrier by the continuous learning & enhancing skill. My experience of studies has given to me the confidence to adapt myself to the rapidly changing technology and to complete the assignments on time.

## Qualification

### Professional Qualification:

**Qualification :** Master in Human Recourse Management

**Specialization :** HR & IR

**Institute :** Gujarat Vidyapith University, Gujarat, India

**Year of Passing:** March 2015 (With First Class)

**Qualification :** Bachelor of Social Work

**Specialization :** Social Work

**Institute :** Saurashtra University, Gujarat, India

**Year of Passing:** March 2013 (With Distinction class)

**Qualification :** SSC

**Year of Passing:** March 2010 (GSEB) (with Second Class)

**Qualification :** SSC

**Year of Passing:** March 2008 (GSEB) (with Second Class)

## Career Summery

**Company :** Balkrishna Industries Limited

**Organization:** Tire Manufacturing

**Designation :** Sr. Officer/ Sr. Executive

**Experience :** Feb-2019 To Till Date

**Company :** Emcure Pharmaceutical Limited

**Organization:** Pharmaceutical

**Designation :** Officer

**Experience :** Dec-2017 To Feb-2019

**Company :** Teva pharm India Pvt. Ltd. (On Third Party Payroll)

**Organization:** Teva Pharmaceutical Industries Ltd.

**Designation :** Executive

**Experience :** Dec-2015 To Nov-2017

**Company :** Mangalam Information Technology Pvt. Ltd.

**Organization:** IT & BPO

**Designation :** HR & Admin Executive

**Experience :** Nov-2014 To Dec-2015

## Key Skill

- Recruitment, Selection and joining Formalities.
- All Statutory Compliance and Legal (IR)
- Training and Development
- Payroll (SAP HR Module)
- Time office Management
- Contract Labour Management
- Administration Work

### 3. Balkrishna Industries Limited

Period: December-2017 To Feb-19

Designation: Sr.Officer/Sr. Executive

#### 1. Recruitment, Selection & Joining Formalities

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Communicating employer information and benefits during screening process
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees
- Coordinate with different departments in identifying and filling gaps in manpower resources.
- Conduct preliminary telephonic interview of the senior and junior level.
- Coordinate with the Candidate & respective department's Heads to schedule personal interviews.
- Complete joining formalities like legal statutory forms (Form-F, Form-2, Form-11, Form-1 if applicable and other documents check and verifying.

#### 2. Payroll (SAP HR Module)



- Time Office Management
- Ensure accuracy in new employee joining paper/document formalities.
- SAP Hiring PA30 & PA40
- Check attendance daily basis and to take corrective measures for miss punch.
- Timely resolution of payroll discrepancies
- Respond to employee inquiries regarding payroll issues or concerns.
- Calculate the correct amount incorporating overtime, deductions, bonuses, Reimbursement etc. with assistance of a computer system
- Ensure all exiting employees undergo the employee clearance procedure
- Ensure all exiting employees full and final settlement of dues are worked out as per companies policy and procedure

#### 3. Contract Labour Management

- Application for Registration of Establishments Employing Contract Labour
- Amendment of RC.
- Consolidated Annual Return (Part A to F)
- Interview of contract workers
- Responsible Gate passes verifying and process gate pass.
- Contractors monthly Audit.
- Responsible for follow up for the non-compliance of contractor.
- Contract worker wage process and verifying.
- Contractor's bill process.

#### 4. Statuary and Legal

- All Returns like Consolidated Return December ending and Half yearly return June Ending Under **The Factories Act-1948 and The Gujarat Factories Rules,1963.**
- Factory License renewal and Amendment Like manpower Increase, Occupier Change etc...
- Maintaining Statutory Records & All Register maintain which is applicable in Factory.
- All Returns and Register Maintain under **Contract Labour (R & A) Act-1970.**
- All Returns like Quarterly Returns (ER-I), Biennial Return (ER-II) and HYR under **The Employment Exchanges (Compulsory Notification of Vacancies) Act-1960**
- Maintain register Form A, B, C, And Form- D (Annual Return ) under **The Payment of Bonus Act-1965**
- Annual report December ending Under **Sexual Harassment of women at Workplace (Prevention, Prohibition, and Redressed) Act-2013.**
- Notice and Abstract maintain Under applicable all labour laws.
- As per rule If any accident and Injury, Form-21 submit to DISH and any intimation of Work on NH/PH.
- Ensuring the 100% Statutory Compliance of Factory and Contractors.
- Maintaining the Employees Personal file & documents.
- Liaisoning with government authorities like ACL, DISH, Apprentice Advisor, Employment Exchange etc.
- Assisting with processing employee grievances
- Overseeing engagement programs and other employee relations work

#### 5. Provident Funds.

- Statutory forms ( Like Form 2, Form 19, Form 10, form 5 and 10, In case death Form no 20 and 10c)
- New join's Create UAN and KYC Updating individual and bulk.
- Monthly ECR making and Uploading
- Challan Generate.
- Employees query solve.
- Training give to employee related UAN portal (How to transfer, claim, and KYC related)

#### 6. Apprentice Act

- Quota of Apprentices
- Making of Contract with candidate (NCVT and GCVT)
- Half yearly Report
- Maintained attendance and Time office
- Process of Stipend

### 3. Emcure Pharmaceutical Limited

**Period: December-2017 To Feb-19**

**Designation: HR Officer**

#### 1. Recruitment, Selection & Joining Formalities

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Communicating employer information and benefits during screening process

- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees
- Coordinate with different departments in identifying and filling gaps in manpower resources.
- Conduct preliminary telephonic interview of the senior and junior level.
- Coordinate with the Candidate & respective department's Heads to schedule personal interviews.
- Complete joining formalities like legal statutory forms (Form-F, Form-2, Form-11, Form-1 if applicable and other documents check and verifying.

## 2. Payroll (SAP HR Module)



- Time Office Management
- Ensure accuracy in new employee joining paper/document formalities.
- SAP Hiring PA30 & PA40
- Check attendance daily basis and to take corrective measures for miss punch.
- Timely resolution of payroll discrepancies
- Respond to employee inquiries regarding payroll issues or concerns.
- Calculate the correct amount incorporating overtime, deductions, bonuses, Reimbursement etc. with assistance of a computer system
- Ensure all exiting employees undergo the employee clearance procedure
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- Notice and Abstract maintain Under applicable all labour laws.
- As per rule If any accident and Injury, Form-21 submit to DISH and any intimation of Work on NH/PH.
- Ensuring the 100% Statutory Compliance of Factory and Contractors.
- Maintaining the Employees Personal file & documents.
- Liasoning with government authorities like ACL, DISH, Apprentice Advisor, Employment Exchange etc.

- Assisting with processing employee grievances
- Overseeing engagement programs and other employee relations work

## **9. ESIC**

- New IP registration & IP Transfer
- ECR Making
- Challan generate and Pay.
- Guide to employee how to take benefit ESIC.
- If any accident at factory, Process online accident report (Form 12).

## **10.Provident Funds.**

- Statutory forms ( Like Form 2, Form 19, Form 10, form 5 and 10, In case death Form no 20 and 10c)
- New join's Create UAN and KYC Updating individual and bulk.
- Monthly ECR making and Uploading
- Challan Generate.
- Employees query solve.
- Training give to employee related UAN portal (How to transfer, claim, and kyc related)

## **11.Apprentice Act**

- Quota of Apprentices
- Making of Contract with candidate (NCVT and GCVT)
- Half yearly Report
- Maintained attendance and Time office
- Process of Stipend

## **2. Tevapharm India Pvt. Ltd. (Third Party Payroll)**

**December-2015 to December-2017**

**Designation: HR Executive Personal**

### **Job Description:**

1. Maintain Statuary Returns & Forms
2. Recruitment, Selection & Joining Formalities
3. Contract Manpower Recruitment
4. Payroll & Compensation Benefit
5. Contract Labour Management
6. ESIC
7. Provident Fund.
8. Maintained compliance under Apprentice Act
9. Industrial Relation & Employee Welfare

## **1. Mangalam information Technology Pvt. Ltd**

**Period: Nov-2014 To Dec-2015**

**Designation: HR & Admin Officer**

### **Job Description:**

1. Recruitment, Selection & Induction
2. Payroll Management
3. Time Office Management
4. Full & Final Settlement

5. Training & Development
6. Legal & IR Activities
7. Relieving, Full & Final Settlement
8. Admin & General Administration
9. Employee Engagement

## **PROFESSIONAL SKILL & EXPOSURE:-**

### **Human Resource Management**

- To promote cordial work environment and credibility through assisting HOD for proper Implementation of Personnel Policies.
- Accountable for Joining formalities & Documentation process.
- Drive HR initiatives like, Daily Thought of the Day, Celebration of Employee's Birthday, and Marriage Anniversary.
- Event Management
- Managing payroll processing function involving computation of salaries

## **Computer Skill**

- ✓ M.S Office
- ✓ CCC (**Doeacc Society** “ S ” Grade in March-2011)
- ✓ EMPOWER (BCC)
- ✓ Photoshop
- ✓ Hardware
- ✓

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Your Faithfully**  
**Vishal Bhalala**