

CURRICULUM VITAE

Apply For – HR& Admin Department

Arjun Rathod

Present Address: H-508, Om Shanti Gold Plus, Lambha , Ahmedabad - 382405

(M)- 9723498442

Email : arjunrathod9449@gmail.com

CAREER OBJECTIVE

- To learn and achieve the path of success with hard work, confidence & utmost sincerely in the field of Personnel, Administration, Human Resources Development Compliance with an organization of repute.

PROFESSIONAL/EDUCATIONAL/ACADEMIC QUALIFICATION /

Qualification	College/ University	Year of Passing
Bachelor of Law	Vivekananda Law College	May'2018
P.G.H.R.M.	GLS College	May'20 13
Bachelor of Commerce	Gujarat University	April'2012
H.S.C	A.K. Vidhaya Mandir	March'2009

COMPUTER COMPETENCY

- **M.S. Office**
- **C.C.C**

EXPERIENCE

M/s HMSU Rollers India Pvt. Ltd. MNC Company (1 September 2015 To Continue)

As Assistant Manager – HR & Admin (Rubber Rollers Manufacture)

M/s Photokina Chemicals Pvt.

(1 June 2014 To 28 August 2015)

As HR Executive (Screen Printing Chemicals Manufacture)

M/s Vimalachal Print & Pack Pvt. Ltd.

(1 May 2013 To 25 May 2014)

As HR Assistant (Print & Packaging Manufacture)

KEY JOB RESPONSIBILITIES ACROSS ALL ASSIGNMENTS

Job Profile:

(A) Recruitment & Selection Process :

- Identifying Manpower requirement from all department.
- Mapping job description & job analysis basis on Factory.
- Sourcing CV's from different sources, short listing & screening of candidate , conducting final round interview.
- Issuing of all the letters related to made , appointment , confirmation & salary revision.

(B) Induction & Orientation :

- Explained about Organization policies and procedures.
- Complete the joining formalities i.e. collect the required document , creation of login id for attendance system, introduce new joiners to their respective department.
- Handle first day joining formalities which includes giving joining kit, database updating, Induction Welcome note & hand over new joined to reporting manager.

(C) Training & Development:

- Planning the training calendar arranging and coordinate the technical training.
- Evaluates the effectiveness of the respective training programs by obtaining feedback from employees.
- Coordinate training programs (Soft skills related internal / external) and maintain all employees.

(D) HR & Administration Responsibility:

- Keeping Personnel Files of employees updated.
- Manage Time Office and ensure proper leave and salary administration.
- Making Daily Manpower Report & Managers Report.

- Making purchase order for stationary items.
- Responsible for facility administration, housekeeping activities of the organization, which will include maintaining cleanliness and Hygiene at workplace, availability of basic resources from stationary, machinery, furniture, fixtures Etc.
- Formulation of manpower chart giving detail of department manpower required.
- Preparing & attend meetings weekly & get best Achievement.
- Prepare and follow budget for personal and admin operation.
- Maintain Muster Roll, marking attendance & posting leaves & Salary etc.
- Other legal activities like consent with PF Office / ESIC Office.
- Managing suitable facility for company.
- Formatting of reports like MIS.
- Tickets are all employees in doing.
- Asset list preparations.
- Exhibitions arrangement.
- Garden area management.
- Security Department Management.
- Daily Camera recording Check.
- Bank account Opening.
- Managing History Card of Trainee. (Related Topics)
- Making Appraisal of Employee. (Information of Personal Profile)
- All Government Register Updated like bonus, leave, fine, etc.
- Manage Employees welfare activates.

(E) Industrial Relation Functions:

- Represent the management at meeting that involve employee benefits , compensation and discipline issues.
- Employee communications – interpret and implement policies and procedures dealing with employee grievances.
- Manage the monthly rewards & recognition scheme with the business unit & Plant.

(F) Performance Management System:

- Designing performance appraisal system and implementing department wise.
- Assess factory worker's performance and provide coaching and guidance to ensure maximum efficiency.
- Initiate, coordinate & close the annual performance appraisal discussion with HOD's.
- Annual review & discussion of department promotions with plant heads and managers.
- Handling performance management system and identifying scope for enhancing the same.
- Handling annual and confirmation appraisal process for all.
- Drafting the promotion eligibility list and forwarding the same to all HOD's for approvals.

(G) Monthly Reports :

- Preparation of Monthly Man Power Reports.
- Managing Monthly Employee's ESI Challan to Submission.
- Managing Monthly Employee's PF Challan to Submission.
- Managing Monthly Employee's PT Challan to Submission..

(H) Auditing:

- Completing of various forms like ESI, PF, LWF, Challans and salary sheets and other labour compliance work.

(I) Statutory Compliance & License:

- License with Labor Contractor.
- License with ESI, EPF and labour department authorities.
- Resolving employee queries & settlement of the grievances etc.

(J) Management Information System :

- Preparation of MIS reports to provide feedback to top management on manpower cost, employee performance, absenteeism and late coming reports of manpower reports.
- Preparation of MIS as per Management requirements.

PERSONAL DETAILS

•	Father's Name	-	Amithbhai Arvindbhai Rathod
•	Date of Birth	-	09, March 1992
•	Sex	-	Male
•	Marital Status	-	Married
•	Nationality	-	Indian
•	Contact No.	-	9723498442, 8000507076
•	Languages Known	-	Gujarati, Hindi, English
•	E-mail ID	-	arjunrathod9449@gmail.com

HOBBIES

- My hobbies are listening to music and watching movie.
- I love long drive.

Date:

Place: Ahmadabad

(Arjun Rathod)