

Name: Vimalkumar Sureshbhai Solanki

Address: 502 Shivam Apartment opp Classical School bhulabhai park Kankariya Ahmedabad.

Mobile: 91 8849602625 **E-Mail:** vimalssolanki@gmail.com . **Date of Birth-** 8^{January} 1990

Objective: My Objective is to work in the latest environment and to keep myself updated with new technologies and make the best use of my skills to achieve the objectives of the organization.

Professional Qualification:

- **Post Graduate Master of Human resources management with public administration HRM-4** same years 2014 percent 60% class second sardarpatel university.
- **Bachelor of Arts economics T Y BA year 2012** percent 53.57% class second Gujarat University.
- **H.S.C. year 2009** percent 58.14% class second (board G.S.H.E.B)
- **S.S.C. year 2006** percent 50.28% class second (board G.S.H.E.B)
- **Institute of oneclick Human Resources Management Training Center in Ahmedabad.**
- **HR Generalist training in oneclick Human Resources Management center.**
- **Training of HR Generalist from 5th September 2017 in 5.month**

H.R.M. Work experience: Total 5^{year} 2023^{month} continue

4. Company: PIONEER SECURITY SOLUTIONS PVT LTD.

Group of Companies –Meteo control & Energy Asset.

Industry : Security guard & Manpower services

Duration : 10 September2021–to-Continue.

Designation : HR ASSISTAN+ HR General. (Payroll Process)

Profile :

- **Recruitment Process of the good Candidates.**
- **Conducting recruitment interviews and providing the necessary inputs during the hiring process.**
- **Naukari .com, Indeed Job posting and bulk hiring.**
- **Explaining the policies, procedures, benefits, and what will be expected from themes New employees.**
- **Making offer letter, appointment letter, experience letter, relieving letter Maintaining personal files of employees, and documentation.**
- **Working with the Corporate HR director, carrying out disciplinary actions with an Employee.**
- **Handling & maintaining all register of Attendance of Employees,**
- **Payroll Processing of the employees.**
- **E P F, & E S I C, processing of the employees.**
- **Generate Online ESIC CHALLAN and PF CHALLAN with ECRCHALLAN.**
- **PF, ESIC, PT form, identity card. Accident register leave register, Advance Register.,**
- **Handle Stationery requisition responsible for all office related paper filling.**
- **Worked also as an under Hr Manager and Accountant department.**

3. Company : KAVACH SECURITY SERVICES PVT LTD.

Industry : Security guard & Manpower services

Duration : 20 December 2018 –to-31-August 2020. ^(1.9month)

Designation : HR Executive. (Payroll Process)

Profile :

- Payroll processing of the employees.
- E P F, & E S I C, processing of the employees.
- Statutory compliance of employees.
- Conducting to recruitment interviews and providing the necessary input during the hiring process.
- Conducting to joining formalities and collecting to joining documents.
- Communicating and explaining the organization's HR policies to the employees.
- Preparation of attendance of employees for salary statement.
- Legal compliance handling to the full and final settlement of the employees.
- Properly handle to complaints and grievance procedures.
- Preparing to the MIS HR file of the employees to generate their employee id.
- Accounting to preparation requisition file of advance, deduction amount of uniforms of employees, counts to uniform, and counts of HR general activities.

2. Company : RELIABLE FIRST ADCON PVT LTD

Industry : HR industries & Manpower services

Duration : 7 December 2017 –to-30 November 2018. ^(1year)

Designation : HR Executive. (Payroll Process)

Profile :

- Payroll processing of employees.
- Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- Communicating and explaining the organization's HR policies to the employees.
- Preparation of Attendance of employees for salary statement.
- Handling the full and final settlement of the employees.
- Engaging with employees on a regular basis to understand the motivation levels of people in the Organization.
- Conducting first round of interview with the candidates.
- Conducting joining formalities and collecting joining documents.
- Handling Operation work.
- Preparing MIS file.
- Preparing Zing HR file of the employees to generate their Employee ID.
- Epf & Esic processing of employees.
- Statutory compliance of employees

1. Company : Outreach integrated services pvt ltd.

(Vodafone service india pvt ltd.) Ahemdabad

Duration : 20 October 2015-to-31 November 2017. ^(2year.1month)

Designation : HR Executive (Recruitment process)

Profile :

- **Conducting recruitment interviews and providing the necessary inputs during the hiring process**
- **Communicating and explaining the organization's HR policies to the employees**
- **Monster.com, Naukari .com, Timesjob.com, and bulk hiring**
- **Preparation of Attendance of employees for salary statement**
- **Sitting at client location and handling recruitment as well as some operation work also**

Computer skills:

- **Ms paint, wordpad, Microsoft Word, Microsoft Excell, Microsoft Power pont, Internet, surfing, Cheting- E-Mail, Downloading officially ms office**
- **Hlookup , Vlookup, Pivot Table**

Language: Hindi English Gujrati

My Message

Opportunity comes to those who quit Waiting and start Looking. Success comes to those who quit Thinking and start Doing. Congratulations for Looking and Doing. Well done.

You're faithfully

Vimal s solanki

Date: : :20

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