

Ronak Makwana

Mob: +91 9712700715

Email: Ronakmakwana6593@gmail.com

LinkedIn : <https://www.linkedin.com/in/ronak-makwana-769927b4/>

OBJECTIVE

Seeking a position in a reputed Organization where I can deploy my existing knowledge & skills and develop my skill sets further in order to achieve Organizational and personal goals.

PROFESSIONAL SYNOPSIS

- An organized, goal-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.
- Flexible and analytical with a keen eye for details to give the maximum efforts to reach overall objective.
- A team player with good interpersonal skills to work collectively to achieve desired goals and solve complex problems.
- A skilled communicator; establish rapport with members of diverse groups, and promote team cohesiveness.

PROFESSIONAL EXPERIENCE

Company Name: Shree Bhagwati Flour & Foods Pvt. Ltd.

Designation HR- Manager

DOJ: 11th January 2021 To Till Date

Job Responsibility:

- Handling End to End activities related HR functions. (Recruitment to Exit Formalities with F&F)
- Handling recruitment & selection procured.
- Assist with day-to-day operations of the HR functions and MIS.
- Daily Attendance Management
- Legal Compliances, IR and Legal Documentation & Files
- Preparing salary in Payroll (ERP)
- Contract Management
- Issue ID Cards & Appointment/Offer/ Reliving Letters to employees
- Increment and salary revisions, Bonus, Leave Encashment
- Handle complaints and grievance procedures.
- Looking in to Legal Compliances Ex.-PF, ESIC, Pro. Tax. Etc.

Arrange employee engagement activities like Birthday Celebration, Ganesh Utsav, Janmashtami Celebration etc.

Company Name: Kataria Automobiles Pvt. Ltd.

Designation HR- Executive

DOJ: 30th April 2015 To 9th January 2021.
At SG Highway - Ahmedabad

Job Responsibility:

- Handling End to End activities related HR functions. (Recruitment to Exit Formalities)
- Handling recruitment & selection procured.

- Assist with day-to-day operations of the HR functions.
- Maintain employee's data base in Orange, Tally, Autoshop & Excel and hard copy
- Giving training to employees regarding human resource policies, rules and regulations etc.
- Collecting attendance from the whole territory & calculate PL, CL, SL & Abs.
- Preparing salary in Payroll (Orange & Autoshop)
- Issue Uniform, ID Cards & Appointment/Offer/ Reliving Letters to employees.
- Handle complaints and grievance procedures.
- Looking in to Legal Compliances Ex.-PF, ESIC, Pro. Tax. Etc.
- Arrange employee engagement activities like Birthday Celebration, Ganesh Utsav, Janmashtami Celebration etc.

INTERNSHIP / ACADEMIC PROJECTS

- Human Resource: Kiran Motors Ltd.. Topic : **Employee Recruitment and Retention Efforts**
- Human Resource: Arvee Denims & Exports Ltd.; Topic: **Basic Function in Human Resource Management**
 - Understanding the Human Resource department functions at the organizational level.
 - What changes can be made In HR functions, so to lead the organization.

TRAINING AND CERTIFICATE OF SAP HCM AND SUCCESS FACTOR

I have Successfully completed my SAP HCM and Success Factor course from UP Surge Infotech (Mumbai).

SAP HCM Skills Sets:

Organization Management

- Object Types and Object Relationships
- Plan Version and Object ID Series
- Methods of Creating Organization Structure

Personnel Administration

Enterprise Structure

- Personnel Structure
- Features
- User Parameters
- Customization of Infogroup Menu
- HR Master Data Infotype Maintenance
- Customization of Actions
- Time Management -
- Public Holidays
- Holiday Calendar and Factory Calendar
- Generating Work Schedule
- Day Types and Public Holiday Class

Payroll

- Payroll Organization
- Pay Scale Structure

- Creating Wage Type, Wage Type Characteristics
- Payroll Process Cycle

SAP Success Factors Skills :

- Employee Central
- Recruiting
- On/Off boarding
- 360 Reviews
- Compensation
- Succession
- Pay Scale based Pay
- Reporting and analytical
- Payroll
- Company Settings
- Usages Analytica's
- Time Management

EDUCATIONAL QUALIFICATIONS

Qualification	School/College	Board/ University	Year of Passing	Percentage / CGPA
MHRDM	Gujarat Vidyapith	Gujarat Vidyapith	2015	64.40 %
B.R.S.	I.K. Chavda Gramvidhyapith, Kahanwadi	Saurashtra University	2013	69.00 %
XII	A.K. Vidyamandir , Bavla	GSHEB, Gandhinagar	2010	71.28 %
X	Rajoda Madhyamik Shala	GSHEB, Gandhinagar	2008	53.38 %

COMPUTER PROFICIENCY

- Proficient in MS Office TOOLS like MS Excel, MS PowerPoint, MS Word & All computer work
- Expert in Excel, Orange, Autoshop & Tally ERP9.

INTERESTS/EXTRACURRICULAR ACTIVITIES

- I have attended one-week workshop of "Human Resource Development Week" at Gujarat Vidyapith, Ahmedabad

PERSONAL SKILLS

- Creative thinking, Leadership skills, Team building, Adaptable
- Willingness to learn new things, Team facilitator, Potential worker.

PERSONAL DETAILS

Full Name : Ronakkumar Nareshbhai Makwana
Date of Birth : 06.05.1993
Present Address : Batrisghar, At- Rajoda, Ta-Bavla, Dist- Ahmedabad-382220
Permanent Address : Batrisghar, At- Rajoda, Ta-Bavla, Dist- Ahmedabad-382220
Languages Known : Gujarati, Hindi & English
Hobbies : Playing Cricket, Internet Surfing, Interacting with new people

Your faithfully
Ronak Makwana