

RESUME

SUMIT A.KAPADIA

Mo. – 9173402975



**19, Vinay Vihar Society,
Nr. Gautamnagar Society,
Kankaria-Bhulabhai Park Road,
Behrampura,
Ahmedabad-380022.**

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VISION

- To cross the path of the success and have a self-satisfaction through work, good quality of life and social position. As well as make an honest effort to sustain positive attitude hard work and analytical abilities in life.

AIM

- To utilize my skills, knowledge and experiences in the growth and development of the company to gain quality of work life.

PERSONAL DETAILS

Father's Name	:	Anilbhai K. Kapadia
Date of Birth	:	31 st July, 1988
Marital Status	:	Married
Gender	:	Male
Nationality	:	Indian
Religion	:	Hindu
Languages Known	:	Gujarati, Hindi and English
Hobbies	:	Reading, Play Cricket, Traveling

ACADEMIC RECORDS

Degree	Board / Uni.	Passing Year	% Obtained
S. S. C	GSEB	March, 2003	60.00%
H. S. C	GHSEB	March, 2005	73.54 %
B. A. (History)	Gujarat Uni.	April, 2008	68.00 %
M.L.W.(Master of Labour Welfare)	Gujarat Uni.	2008-10	69.06 % (Gold medalist)
First L.L.B	Gujarat Uni.	Pursuing	Result Awaiting

Computer Knowledge : Basic, M. S. Office, Certificate in Computing (CIC) in BAOU, Internet, DTP

PROJECT & TRAINING

1. NGO Project(MLW)

Organization : KSSM (Kamdar Swasthya Surksha Mandal) A 'bad.

Topic : "Child Education, Women Empowerment & Dignity"

Duration : 15 Days (Feb, 09)

2. Summer Training

Company : Gujarat State Electricity Corporation Ltd. (GSECL)

Topic : Employee Morale

Duration : 2 Months (April, 09)

3. Dissertation(MLW)

Company : Transformer and Rectifier (India) Ltd. (t & r)

Topic : Employee Job satisfaction

EXTRA CURRICULAR ACTIVITIES

- ❖ Participation in State Essay Competition at Mahatma Gandhi Labour Institute, (M.G.L.I) Ahmedabad in 2009 with second rank.
- ❖ Participation in Research Project held by Gujarat Itihas Parisad at Abu, Rajasthan.

- ❖ I have Participated N.S.S (National Service Scheme) one year during the period of 2007-08.

EXPERIENCE

- Khimji Ramdas India Pvt. Ltd. As an Asst. HR Executive (Ahmedabad-HO) Division of P&G (Procter & Gamble -FMCG Company)
Duration - DOJ: 01th Feb 2011 to 20th May.2014
- Presently, Working with Upkar Retail Pvt. Ltd. As an Asst. HR Manager (Ahmedabad-HO) Division of H.U.L (Hindustan Unilever Limited -FMCG Company)
Duration - DOJ: 21st May 2014 to till date

WORK PROFILE

- Maintain Employees All Records In Payroll System.
- Prepare Attendance of All Employees.
- Generating Monthly Salary of All Employees.
- Communicate With All Branches Employees About their Any Problems.
- Manpower Planning & Recruitment All Branches.
- Maintained Database and Personnel File.
- Prepared offer and appointment letters and annual track list of increments and confirmations of employees
- To complete all the joining Formalities of all New Joiners.
- Taking HR Round Interview & Salary negotiation
- Maintaining the Leave record of the employee.
- Work on P.F., E.S.I., Pro.Tax., Labour welfare Fund, Shops & Establishment & Gratuity Such As Return, Challan, Fill up Diff. Type of Forms Etc.
- Handling Company events, Hotel Booking & General Admin Work.
- Execution of HR policies & processes.

- I have good knowledge of contract labor, Workmen's Compensation, Gratuity, Payment of Wages, Minimum Wages, Factory, Apprentices, Payment of Bonus, & other Statutory Law.

EMPLOYEES ENGAGEMENT ACTIVITIES

- ❖ Managing the Staff of 350 Employees and provides feedback to the management to Enhance a better and the cordial working environment
- ❖ Grievance & Labour Problems handling
- ❖ Welfare activities like Birth day's celebration, festival celebration and Gifts Distribution.
- ❖ Reward and recognition for best employees.
- ❖ Motivation training programs & coordinates activities, information meetings.
- ❖ Counseling the Employees as and when required.

EXIT FORMALITIES

- Maintained the Resignation and Clearance letter records.
- Taking Exit interviews and try to retain the Employee.
- Taking the Clearances letter Process of the employees who resign.
- Timely process of all Full & Final (End to End basis) related formalities.

DECLARATION:-

I hereby declare that the above mention information as true to the best my knowledge.

Date :
Place : Ahmedabad.

Yours Faithfully,

(Sumit Kapadia)