

ASHISH PATEL

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Career Objectives:

To work in the organization, I can utilize my talent, skill, and knowledge to achieve organization goal as well as my personal goal.

Professional Skills:

- Advance Information Technology in ITI Tarsali.

Education Qualification:

- TY BA Last Sem-6 Running in Gujarat University.
- Done Higher Secondary from GHSEB.(Science)
- Done High school from GSEB

Current CTC: 2.64 Per Annum.

Experience:

- 6.5 Year As HR & Admin Officer in Zydus Cadila Healthcare Ltd. Changodar Moraiya Ahmedabad From Aug 2012 to Till Date.

Recruitment & Selection: (Operative Group)

Understand Company's Actual Requirement & Arrange Interview.

Complete the joining formalities & collect the required documents, introduce To Company Rules & Regulation

Take follow-up for upcoming new joining candidate.

Orientation & Induction training.

Prepare offer & appointment latter in Word

Maintaining & Updating the Employee Files and Employee Information, Preparing Employee Certificates, etc.

Time keeping & Attendance:

Daily checking spectra bio-metric attendance.

Daily checking leave & gate pass report.

Daily generate attendance report and mail it to directors and factory manager.

Generate employee I.D in biometric system.

Over Time Made All Employee.(off Role & On Role) Manual.

Maintaining and generating the employee's attendance report for the salary process.

Resign due to Absenteeism without intimation (without Reason)

Pay Roll:

Preparation Salary and wages in Excel Sheet.

Hiring & Generate new Emp. & Process Appointment Letter.

Monthly maintain manually form.no 28 muster roll.

Monthly maintain manually wage register.

Monthly maintain manually Form. No 18.

Preparation of Bonus Register.

Preparation of Paid Leave with Wages Register.

Maintaining of advance, fine, overtime & accident register.

Making full and final for exit Employees / Terminated Employees.

If Any Employee Resign Settlement of PF & Gratuity.

Sort out Any Issue of Salary & Overtime Communicate with Tower.

Labor contract management:

Daily deal with labor contractor as per manpower requirement.

Preparation of monthly attendance of labor contractor workers.

Documentation of contractual workers.

Salary verification of all contractors.

Monitoring labor contractor's workers wage and muster roll on monthly basis.

Service PO & Parking Number Creation In SAP For Contract Bill.

Legal Compliance:

Maintain muster roll.

Maintain Wage Register.

Maintain Accident, Advance, and Fine & Over Time Register.

Maintain Bonus Register.

Maintain I-Card & Form No. 9, 10 & 11.

Renewal process of labor contract license

F&F

Employees F&F Settlement

Pension Fillup Form

Death Case Settlement (EDLI & 5IF)

SAP

Service PO Maintain in SAP

PR Made and Process to Payment

Mediclaime :

Staff Emp. Mediclaime File Received & Document Collection

All File Process & Given TPA Person Or Tower.

If Any Issue Communicate Emp. & TPA Person.

Record keeping & Audit time work & other activity:

Maintaining and regularly updating master database {personal file, personal database etc.} of each employee.

MIS Preparation of monthly basic.

Employee Engagement

Annual Function Celebration.

Computer Skill

Word, Excel & PowerPoint, tally, Photoshop PageMaker,

Typing speed in English 40 word per mint

Knowledge of computer Hardware

Hobbies

Playing cricket, Make new Friends, listening music

Strength

Hard working and dedicated.

Quick learner

Personal Detail

| | | |
|----------------|---|--------------------------|
| Date of Birth | : | 01 April, 1987 |
| Fathers Name | : | Arvindhbai Patel |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Language | : | Hindi, English, Gujarati |

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