

CURRICULUM VITAE

Mr. Dhrumil Jayeshbhai Upadhyaya

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CAREER OBJECTIVES

To work with a progressive organization, in which I can contribute my background knowledge, skills and experience which I have gained, at the same time achieving the organizational objectives with the attributes of time, quality and discipline.

EDUCATION

2009 – 2010

LONDON SCHOOL OF ACCOUNTANCY AND MANAGEMENT, LONDON - (EDEXCEL)
POST GRADUATE DIPLOMA MANAGEMENT STUDIES

2003 – 2007

SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL), Pune
POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (PGDBA)

2000- 2003

GUJARAT UNIVERSITY
Gujarat University, Ahmedabad, Gujarat, India.
BACHELOR OF BUSINESS ADMINISTRATION

1998 - 2000

GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD
Sector 10, near old Sachivalaya, Gandhinagar-382043 (INDIA)
STANDARD - 10+2 (H.S.C)

1997 – 1998

GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD
Sector 10, near old Sachivalaya, Gandhinagar-382043 (INDIA)
STANDARD - 10 (S.S.C)

WORK EXPERIENCE

GUJARAT FOUNDRIES (Oct 2018 to Continue)

HR Assistant

- **H.R. Functions**
 - Co-ordination with all departments,
 - Joining formalities,
 - Preparation of **full and final settlement** statements.
 - **Maintain H.R. related records** on monthly / yearly basis i.e. Employee Data Base, Leave Records for Regular / Contractor employees, Increment Detail, and Leave without pay records etc.
- **Salary Administration Functions**
 - Preparation and maintain of **Salary, Wages, Over-Time and Leave Register.**
 - Preparation of **Quarterly Return of L.W.F.**
 - Preparation of **C.T.C. (Month Wise and Department Wise).**
 - Preparation of **Bonus Register (Form-C).**
- **Industrial Relation Functions:-**
 - Grievance handling, Domestic enquiries, Welfare of employees, **Statutory / Non statutory compliances under various acts** like: - E.P.F., E.S.I., L.W.F. Factory Act etc.
 - **Insurance like Accident Policy, CAR & Transport related.**
 - **Liasioning with Government Authorities like P.F., E.S.I., Health and Safety, Pollution, Fire, Red-Cross, Police and Transport etc.**
- **Administrative Functions**
 - Ensuring **repair and maintenance** of Building, Gen. Set and office equipments like Photostat machine, Fax machine, Fans & Air Conditioners and other assets.
 - **Controlling system of House Keeping, Security, Pantry and Transport etc.**

DIAMOND TEXTILE MILLS PVT. LTD (Jan 2018 to Oct 2018)

HR Assistant

- Manpower Planning.
- Recruitment & Selection.
- Joining Formalities.
- All types of office Letter Like- Offer Letter, Appointment letter, Experience Letter, Relieving Letter, Increment Letter, Promotion/Demotion Letter, Warning Letter, absenteeism notice, Termination Letter Show Cause Notice, Circular etc.
- Induction Training.
- Statutory & Legal Compliance.

- Grievance Handling.
- Performance Appraisal.
- Employee Track Records (Personnel file maintaining).
- Overall Payroll Process using attendance system.
- Salary, Attendance, Leave, Bonus, Overtime, OD, PF, Advance Salary and other calculations.
- Employee Welfare & Engagement activities.
- Conducting Exit Interviews.
- Full & Final Settlements of employees.

SHYAMA SHYAM VSK BUS OPERATION PVT. LTD. (July 2012 to NOV 2017)

(Ahmedabad Municipal Transport Service - OPERATOR)

Store Supervisor

- Preparing PO's, Ordering Materials, receiving & checking
- Arranging of Materials.
- Communicating to the manager for stock.
- Issuing and Receiving of Material on daily basis to Mechanic Staff.
- Assisting Mechanic and Helper for preparing job card related work.
- All stock entry should be entered in to Company's software.
- Assisting to the Depot Manager their work shop related query.

VADH ENTERPRISE (May 2011 to June 2012)

Administration Assistant

Responsibility :

- To help for recruitment and selection of sales staff.
- To co-ordination with sales manager to improve the sales.
- To prepare MIS reports of sales and stock.
- I have to issue and generate the bill for the customer
- Travel and Transport co-ordination

VADH ENTERPRISE (Feb 2005 to June 2009)

Administration Assistant

Responsibility :

- I have to make MIS reports of sales and stock.
- I have to issue and generate the bill for the customer
- Travel and Transport co-ordination
- Prepare Monthly expenditure report for the administrative and facilities cost

- I have to make plan for the sales report for the month on month.
- Maintain the office stationary, housekeeping material, and pantry iteams.
- I have to issue purchase order.
- I have to manage and organize the training program for the sales people.
- I have to take attendance and maintain that register.
- I have to report to manager

YUG INDUSTRIES (June 2003 to Jan 2005)

Computer Operator

Responsibility

- I have to put all the data in safe.
- Provide the data on requirement

SKILLS

PERSONAL SKILL	PROFESSIONAL SKILL
• Analyzing information	• Team Work
• Time Management	• Decision Making
• Communication	• Problem Solving
• Planner	• Computer Aided Learning
• Self Assisting	• Setting Priorities
• Multi Taking	• Record Keeping

COMPUTER KNOWLEDGE

Operating Systems : Windows 98, 2000, XP, 2007
 Software : MS Office, DTP,

Personal Information

Father`s Name Jayeshbhai K Upadhyay
 Date Of Birth 24th Oct 1982
 Marital Status Married
 Sex Male
 Nationality Indian
 Hobbies Reading, Cricket, Walking

REFERENCES

Professional Referee

Available on request