

VAGHELA NITESH SINH

Rajsheri, Nr. Ramji Temple, Tal: Sanand, Dist: Ahmedabad.
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OBJECTIVE

To hold a key position with a prestigious and growth oriented firm and aim at the maximum utilization of my management as well as interpersonal skills to overcome problems in a safe and economical fashion.

EMPLOYMENT HISTORY

Apprenticeship: Parixit Irrigation Ltd

Location : Iyava, Sanand

Employer's Profile : Manufacturing of irrigation equipment, LLDP, HDPE and PVC pipes

Tread : COPA From 27th November 2018 to 26th November 2019

Current Employer: Parixit Irrigation Ltd

Location : Iyava, Sanand

Employer's Profile : Manufacturing of irrigation equipment, LLDP, HDPE and PVC pipes

Designation : Assistant Hr

Duration : From 2nd December, 2019 to till date

ROLES AND RESPONSIBILITIES

Attendance: To prepare daily attendance on the basis of attendance marked in ESSL. Monitor and update attendance data as per early going, late comings, gate pass and mis punches. To prepare final monthly attendance for salary purpose.

To prepare attendance of Contractual, Voucher and Retainership employees.

Overtime Data: To prepare data of monthly overtime with all adjustment of gate pass, early going and late coming.

Master Create in Payroll Software: to Create and Upload New Joiners Employees Master and Salary Master

PF UAN Registration Process: Generated New UAN for new joiner Employees in organization

ESIC Registration Process: Generated New Ip in ESIC portal

Leave Management: To keep records of all leave application in soft copy as well as hard copy.

To update record of leave availed and available leave balance as per leave policy.

Canteen Coupon: To issue canteen coupon and keep record of it. Prepare final data for deduction from salary.

No Dues and F&F: To process no dues of left employees and submit full & final statement to accounts department. Update personal files as per exit.

TADA: To verify expenses of sales employees as per travelling policy.

Filling and Record: To prepare and maintain personal and other HR related files. Keep record of soft copy of documents and file location.

Stationary and Courier Management: To issue stationary as per requisition and keep record. Prepare order for new stationary items.

Keep record of incoming courier and sort as per individual. Keep record of courier coming from government departments and handover to concern person.

Track: Keep track of confirmation date, Provide ID card data and coordinate for final preparation.

Other work: Submission of PT challan at Iyava Grampanchayat, Coordination for interview, scanning of documents, compile shift schedule data and update to security, to verify monthly bills of contractors and to help for preparation of appointment letter, confirmation letter and circular.

QUALIFICATION

ITI COPA from Industrial Training Institute, SANAND (Government) in the year 2018 with 72%

S.S.C. from Gujarat Secondary Education Board, Gandhinagar in the year 2017 with 47.5%.

COMPUTER SKILL

Basic ,MSOffice,Internet Surffing,CCC

PERSONAL DETAILS

Full Name : Vaghela Niteshsinh Gambhirsinh
Date of Birth : 2nd December, 2001
Gender : Male
Nationality : Indian
Languages Known : English, Hindi and Gujarati

DECLARATION

I, Vaghela Niteshsinh, hereby declare that above mentioned information is true and I have all the certificates of those achievements as per your requirement.

Vaghela Niteshsinh