

MONTU PATEL

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Summary

Human Resource Manager with practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirements.

Highlights

- Hiring and retention
- Training and development
- Compensation/payroll
- Employee relations
- Labour agreements
- Regulatory compliance
- Performance Management
- Compensation Administration
- Culture Building
- Organisation Development
- Recruitment & Selection
- Resource Forecasting
- Rate Negotiation
- Client Management
- Innovative
- Policies & Procedures Development
- Manpower Modelling
- Exceptional interpersonal Skills
- US IT Recruitment
- Full Life-Cycle of Recruitment
- Vendor Management

Accomplishments

- Reduced employee turnover by 20% through implementation of new incentive program and bonus structures
- Improved paperwork processing time by 50% by streamlining submission processes.
- Saved \$50,000/Year by reorganizing structure to eliminate unnecessary positions.

Experience

Human Resource Manager CloudZon InfoConnect Pvt. Ltd.

02/2014 to Till Date
Ahmedabad, Gujarat

- Salary fixation and Administration, Manpower planning, Administration of the project staff.
- Maintaining attendance and preparation of salary in respect of Contract employees and regular employees.
- **Staff welfare activities:-** Staff health and hygiene- Co-ordination with Resident Doctor.
- Personnel Records Maintenance, Dealing with Provident Fund and ESI Matters, Security & House Keeping Management, Co-ordination between departments, Joining formalities & Exit interviews & Confirmation
- **Recruitment:** Understanding and creating job description as per hiring criteria. Searching resumes as per our requirements. Follow up for interview candidates. Coordinating with candidate for Preliminary Interviews. Creating reports on weekly, monthly and need basis.

Technical Recruiter Rushil Infotech

11/2012 to 02/2014
Ahmedabad, Gujarat

- Developing relationships with US IT staffing vendors and successfully placing their consultants directly and indirectly with US IT Giants
- Experience in Visas – **OPT, H1B, EAD, GC & USC**
- Have good experience working in **Financial, Healthcare, Pharmacy and IT** industries requirements
- Recruitment Life cycle, Rate Negotiation, Vendor management, Client Conversation, Interview Schedule

Education

Bachelor of Science : Computer Science & Information System
Oxford Brookes University