

# **Dipak Makwana**

+91 8866051885

[dipakmakwana6669@gmail.com](mailto:dipakmakwana6669@gmail.com)

[www.linkedin.com/in/dipakmakwana-191506116](https://www.linkedin.com/in/dipakmakwana-191506116)

---

## **PROFILE**

### **HR Professional**

Demonstrated success in leading strategic HR functions for high-growth organizations. Results-driven, efficiency-conscious Human Resources Officer with extensive experience in leading HR functions, business administration, organizational leadership, employee development and strategic planning. Accomplishment in providing the highest caliber of strategic development and administrative oversight to HR programs, services, and initiatives. Consistently deliver projects within budget under the tight deadlines. Collaborate with senior stakeholders to effectively prioritize activities and achieve defined objectives, translating HR requirements into operational solutions to achieve company performance targets.

## **CAREER ABRIDGEMENT**

### **Employer: Shiv Shakti Group of Companies**

Oversee all the verticals of company. Handling Shiv Shakti Auto Centre- Head & Branches, Hotel Shiv International, Shiv Miniplex, Sattva Dairy Farm, and Vipul Dudhiya Sweet Shop.

Oversee all aspects of HR functions with 140 employees, including recruitment, staffing, training end of service benefits, induction, compensation and benefits and employee relation, prepared accurate and detail-oriented reports.

**Designation: HR Manager**

**Experience: November 2021 to till today**

### **Roles & Responsibilities:**

- Reporting to Owner & Managing Director.
- **Talent acquisition** through job portals (naukari.com, times jobs, LinkedIn) or references
- **Sourcing, screening** resumes, conduct pre and HR round interviews.
- Knowledge about drafting a Call letter, offer letter, appointment letter, confirmation letter, exit formalities etc.
- Provide administrative HR support.
- Organize, compile, update company personnel records and documentation.
- **Manage and update HR databases** with different information such as new hires, terminations, sick leaves, warnings, vacation and days off.
- Prepare, manage and company paperwork for **HR policies and procedures**.
- Performing many metrics of HR for analytical purpose using dashboards.
- Answer employees' questions and provide requested information.

- Maintain schedule and coordinate calendar activities.
  - Assist in posting job ads on careers pages and processing received resumes.
  - Managed office administration functions and greatly improved the overall efficiency of the back office.
  - Responsible for day-to-day store operations, including development of employees, while continually improving their ability to increase net operating profit.
  - Maintain and order necessary office equipment and supplies, as needed.
- 

**Employer: Swan Medicot LLP**

Single handedly oversee all aspects of HR & Admin functions with 96 employees, including Talent Acquisition & recruitment, induction, Performance Management, compensation and benefits, Health & Safety, Learning & Development and employee relation, prepared accurate and detail-oriented reports.

**Designation: HR & Admin**

**Experience: June 2021 to November 2021**

**Roles & Responsibilities:**

- Reporting to Managing Director.
- Maintain organization organogram and prepare JD.
- Submit statutory compliances under the various applicable laws within due date.
- Keep & maintain necessary register as required under the various applicable laws.
- Liaisoning with Govt. Authorities like PF, ESIC, Labour Inspector etc.
- Manpower planning as per the requirement on the site
- Responsible for all site manpower W.C. Policy, Insurances and Labor license
- Part of manpower safety team and so many activities like environment, health, Security, Canteen and Housekeeping.
- Issue all type of letter to employee.
- Send circular to various department like Holiday, Joining, Sitting Arrangement, Birthday and informational news etc.
- Taking weekly meeting of department HOD's and supervisors.
- Maintain PF & ESIC of new joining record of each employee.
- Handling petty cash & emergency fund.
- Oversee canteen services & worker and staff colony.
- Bill payments of daily high tea, vegetables, groceries of canteen and maintaining records.
- Order and maintain all the requirements of office stationary, visiting cards, sim card payments, etc.

**KEY SKILL**

- |                                  |                         |
|----------------------------------|-------------------------|
| • Database Management            | • Critical Thinking     |
| • Microsoft Office               | • Conflict Management   |
| • Email Management               | • Vendor Management     |
| • Verbal & Written communication | • Teamwork & delegation |
| • Organization & Planning        | • Decision making Skill |

## **ACADEMIA**

### **MBA-IB with HR Specialization**

Graduate School of Management Studies – GTU

### **B.E. in Automobile Engineering**

A D Patel Institute of Technology, V.V. Nagar.

## **CERTIFICATIONS**

- The Manager's Toolkit: A Practical Guide to Managing People at Work
- Business Writing
- Work Smarter, Not Harder: Time Management for Personal & Professional Productivity
- Business Etiquettes
- Industry 4.0
- Digital Marketing

## **PERSONAL DOSSIER**

Father's Name	Bharatbhai D Makwana
Date of Birth	8 <sup>th</sup> December, 1997
Gender	Male
Marital Status	Married
Language Known	English, Hindi, Gujarati
Address	Surendranagar, Gujarat

## **DECLARATION**

I hereby confirm that all the facts stated above are accurate to the best of my belief.



Dipak Makwana