

Done

**BHAVIN SHROFF**

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**Professional Qualification**

Diploma in Human Resources and Personnel Management from Ahmedabad Management Association in August 2004 .

**Educational Profile**

Graduation from Gujarat University in 1998.

**Key Responsibilities**

Designing of budget.

Compensation plan revisions.

Implement functional HRMS and internal database across all departments.

Oversee payroll and performance evaluation systems.

Design company policy and procedures.

Review and update employment contracts and agreements

Planning & Budgeting of the Manpower requirement.

Track key HR metrics like cost per hire and retention rate.

Measure the effectiveness of our benefits ,programs and recommend improvements

Ensure record keeping and data processing procedures.

People Management

**Industrial Relations and all compliances.**

**Management of Salary Wages and Benefits.**

**Management of KPI of all the Managers.**

Execution of the HR process n policies.

Manpower Budget.

To prepared Job Description.

HR polices

Staff Welfare.



beyond the

level errors to retain my team ).



Text editor



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Annotation

