

Curriculum Vitae

Name : Bankim Parekh
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Career Outlines:

Having More than 7+ years of Experience in Plant HR as well as Corporate HR with Profile of Statutory Compliances, Salary & Wage Administration, Labour Laws, Labour Welfare in HR Domain that I want to increase my Knowledge & skill with best HR Practices in organization.

Educational/Qualification:

Degree	University/Board	Year of Passing	Percentage	Class
H.S.C.	G.H.S.E.B.	March-2010	75.86%	Distinction
B.COM	Gujarat University	March-2013	65.00%	First Class
M.L.W.	Gujarat University	May-2015	70.00%	First Class
D.L.P.	Gujarat University	May-2018	57.00%	Second Class
LL.B.	Gujarat University	April-2018	56.00%	Second Class

Training Programs / Training Session:

Ahmedabad Management Association: HR & Technology

National Institute of Occupational Health : Present
Scenario of Environment in Occupational Health

Labour Welfare & Job Satisfaction – Amul Dairy, Anand

Professional Experience:

Phenix Construction Technologies Pvt. Ltd.

Duration : Sep-2015 To Sep-2016

Designation : Trainee – HR & Admin.

Location : Sanand, Ahmedabad

The Akshayapatra Foundation

Duration : Sep-2016 To Mar-2017

Designation : Executive – HR

Location : Bhadaj, Ahmedabad

Kevin Process Technologies Pvt. Ltd. – Plant HR

Duration : Apr-2017 To Aug-2019

Designation : Executive – HR

Location : Vatva, Ahmedabad

**1st
Promotion:**

Kevin Technologies Pvt. Ltd. – Corporate HR

Duration : Aug-2019 To Apr-2022

Designation : Sr. Executive – HR

Location : S.G. Highway, Ahmedabad

**2nd
Promotion:**

Kevin Technologies Pvt. Ltd. – Corporate HR

Duration : Apr-22 To Till Date

Designation : Jr. Manager – HR

Location : S.G. Highway, Ahmedabad

Professional Experience:

- ❖ **Company** : Kevin Process Technologies Pvt. Ltd. at Ahmedabad.
- ❖ **Time Period** : April-2017 to Aug-2019 (Designation : Executive – HR)
- ❖ **Current Company** : Kevin Technologies Pvt. Ltd. at Ahmedabad.
- ❖ **Time Period** : Aug-2019 to Mar-22 (Designation : Sr. Executive – HR)
Apr-2022 To Till Date (Designation : Jr. Manager – HR)
- ❖ **Reporting To** : Vice President - HR

Job Profile:

- **Recruitment (IT & Non IT) - Through Job Portal, References, Social Media, & Newspaper Advertisement. Follow End to End Recruitment Procedure.**
- **Arrange Interview Schedule, Calling, & Co-ordination.**
- **Induction, Employee Engagement Activities, Employee Welfare.**
- **ISO Documentation & Filling as Per Month wise**
- **Joining & Exit Formalities of employees.**
- **Monthly MIS report & Data Base.**
- **Payroll / Salary & Wage Administration (Sara Paypack Software).**
- **Salary Revision as per Statutory Compliances / New upcoming Amendment**
- **Statutory Compliances :**
 - ❖ **PF & ESIC Challan - TIC, Minimum Wages, PT, ER – 1, Labour Welfare Fund, Group Gratuity, Bonus, Leave Encashment**
- **Group Personal Accident Policy & Wc Policy**
- **Attendance & Leave Management (Matrix Software)**
- **Performance Management Systems**
- **Full and Final Settlement.**
- **PF Withdrawal Process / Transfer Claim / PF Advance Process.**
- **Maintain HR Registers, Records, & Personal Files with Documentation.**
- **Prepare Manpower Budget & Analysis.**

- **Administration Works – House Keeping, Stationary requisition, Arrange guests meeting, Bank Account Opening coordination.**

- ❖ **Previous Employer : The Akshayapatra Foundation**
- ❖ **Location : Ahmedabad**
- ❖ **Time Period : Sep-2016 to Mar-2017**
- ❖ **Designation : Executive – HR & Admin.**
- ❖ **Reporting To : Asst. Manager – HR & General Manager - HR**

Job Profile:

- **Recruitment, Induction Training.**
- **Employee Engagement activities.**
- **Personal file checking & documents.**
- **Attendance & Leave Management – Tomsys Software.**
- **Generate Online TIC.**
- **Joining Formalities & Exit Formalities.**
- **Canteen Management.**
- **Daily Overtime report**
- **Administration Works – House Keeping, Stationary requisition, Arrange guests rooms & their meeting, In ward & Out ward couriers, Managing documents & files, Bank Account Opening coordination.**

- ❖ **Previous Employer : Phenix Construction Technologies Pvt. Ltd.**
- ❖ **Location : Sanand**
- ❖ **Time Period : Sep-2015 to Sep-2016**
- ❖ **Designation : Trainee – HR & Admin.**
- ❖ **Reporting To : Sr. Executive - HR**

Job Profile:

- **Recruitment, Induction Training.**
- **Employee Engagement activities.**

- Personal file checking & documents.
- Notice to Absenteeism Employees.
- Daily Workers & Staff Attendance.
- Joining Formalities & Exit Formalities.
- Canteen Management.
- Daily Overtime report
- Administration Works – House Keeping, Stationary requisition, Arrange guests rooms & their meeting, In ward & Out ward couriers, Managing documents & files, Bank Account Opening coordination.

Personal Profile:

Name : Bankim Pravinbhai Parekh.
Date of Birth : 15th October, 1992.
Present Address : B-57, Abhinandan Society,
 K K Nagar Road, Ghatlodia,
 Ahmedabad – 380 061.
Gender : Male.
Marital Status : Married.
Languages Known : Gujarati, Hindi, & English.
Location : Ready to Relocate Anywhere.

Declaration:

I hereby declare that the above mention information is correct as per my knowledge.

Location : Ahmedabad

Name : Bankim Parekh