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URVISH MISTRY

HUMAN RESOURCES AND ADMINISTRATIVE PROFESSIONAL

Summary / Synopsis

- ❖ A competent professional with **6+ years** of experience in **HR Operations, Recruitment, Training, Performance Management, Secretarial Functions, Team Management and General Administration** in matrix structure with key focus talent retention, optimal utilization of resources and organization development.
- ❖ Resourceful in managing **Joining & Exit Formalities, Payroll Processing, Grievances, and MIS** backed by knowledge on standard terms & conditions of employment.
- ❖ Proficient in conducting **Employee Engagement** activities and maintaining **Effective Employee Relations** by guiding the employees in matters pertaining to performance plans, conduct, manager issues, salary, policies and so on.
- ❖ Maintained **Effective Employee Relations** by guiding the employees in matters pertaining to performance plans, conduct, manager issues, salary, policies etc.
- ❖ Qualitative experience in overall **Administration, Facility Management and Operations** involving international & domestic couriers, food & pantry, ID cards, repairs & maintenance, parking, asset reports, guest house management, contract & lease administration, vehicle management, reception management, accounts administration, hotel booking, cab booking & cab MIS, security management, transport management, housekeeping management, record management, vendor management, process documentation and handling expats.
- ❖ An effective Communicator with good **Interpersonal, Relationship Management and Customer Support** skills with the ability to communicate effectively with personnel at all level within the organization.

Professional Experience

Position: Recruitment Officer	Company: Al Tasnim Enterprises LLC (Al Turki Group)
Location: Muscat, Muscat, Sultanate of Oman	Company Strength: 40000+
Company Industry: Construction, Oil & Gas	Duration: March 2019 – March 2020

- Manage **end-to-end Recruitment** Process: Employee Requisition Forms (ERF), Briefs Approvals, Recruitment, Advertising, Sourcing, Shortlisting, Interviewing, Evaluating, Offering and Regretting
- Development, maintenance and management of a **Talent Bank**. **Sourcing** candidates by head hunting, referencing and using job portals. Maintaining **database and details of candidates**, following up with the selected candidate till the date of joining and ensure smooth joining
- Build the company's **professional network** through relationships with HR professionals, colleges and other partners. To work with managers to develop the recruitment process, including **interview guidelines and a standard questionnaire** to establish whether the non-negotiable skills and experience have been demonstrated by the applicant
- **Induction and introduction** of new employees with respective and all departments. To collect the accepted copy of Resignation letter/mail & No dues certificate. Complete **handover process** in coordination with IT, Accounts and Payroll department. Processing their **Full & Final Settlement and with asset recovery** with the coordination of accounts department
- Provide **orientations to new employees** for company's culture, rules & regulation and explaining company policies. Training to the new staff to perform their tasks
- Assist with processing paperwork **for new hires, terminations, and employee changes** specific to payroll and partner with Human Resources on related issues
- Maintaining **attendance and tour details** on day to day basis via mail and Biometric System. Assist in **preparation of payroll meeting** all deadlines. Maintain confidentiality and security of **records and information**. Perform general clerical duties including typing, copying and filing

Contact Details

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Achievements / Attainments

Received appreciation for **good Office Management and Operations Management**, Employee of the year for handling Japanese Clients @ Ahuja Residency Pvt. Ltd.

Played State as well as District Level Cricket Tournament @ Gujarat, India.

Training & Certificate

Two months training @Ahuja Residency Pvt Ltd for **Human Resources & Administration Management and Accounts Management**.

One month training @Institute of Chartered Accountants of India for **Internal Auditing**.

Two Months training @Click One for **Human Resources Management and Industrial Relations**.

Certificate of **Import & Export** @Patel Institute of Management

Computer Knowledge / Mastery

Lotus, SAP HR, SAP Success Factors, ERP and Internet job portal Applications

MS Office, Tally 9.1, Internet, ATS

HRMates, SumHRM, SAP, Team Work, Omni Flow, iUnit

Academics / Alma Mater**Diploma in Business Administration**

@ Matrix Institute of Business Management (2014)

Diploma in Accounts @Institute of Chartered Accountants of India (2014)

Bachelor of Commerce @ Gujarat University (2017)

Post Graduate Diploma in Human Resources Management @ Gujarat University (2019)

Master of Business Administration in Human Resources Management @Indian School of Business Management & Administration, ISBM University (2019)

Key Skills

Team Management, Business Communication, Strategic & Operational HR Management, Process Documentation, Start-Ups, Resource Development.

Client Relationship, Policy Formulation, Training and Development, Manpower Planning, Time Management, Knowledge Sharing.

Record Management, Establishing Relationship, Customer Support, Performance Management, Recruitment and Retention, Office Management.

Listening, Problem Solving, Motivational, Creative Thinking, Organizational & Planning, Personal Presentation, Customer Service

Industry Experience

Hospitality, Construction, Oil & Gas

Countries Worked In

India, United Arab Emirates and Sultanate of Oman

Personal Information / Dossier

Date of Birth: 15th Sep, 1995
Marital Status: Single
Nationality: Indian
Religion: Hindu
Passport No.: P1759344
Language: English, Gujarati, Hindi
Hobbies: Swimming

Position: Operations Executive
Location: Ahmedabad, Gujarat, India
Company Industry: Hospitality

Company: HONDA Kaihatsu India Hospitality Pvt Ltd
Company Strength: 5000+
Duration: August 2017 - February 2019

- HR Activities, Issuing Offer Letter, NOC Letter, Probation Letter, Salary Certificates, Salary Transfer Letter, Experience Letter, warning letters and termination letters
- Attendance Management by generating Daily, Monthly & yearly reports. Identify and provide incoming staff with support in finding accommodation. Prepare daily, weekly, monthly and yearly HR reports
- Manage end-to-end Recruitment Process: Employee Requisition Forms (ERF), Briefs Approvals, Recruitment, Advertising, Sourcing, Shortlisting, Interviewing, Evaluating, Offering and Regretting. Sourcing candidates by head hunting, referencing and using job portals. Maintaining database and details of candidates, following up with the selected candidate till the date of joining and ensure smooth joining
- Handled following Activities: International & domestic couriers, food & pantry, repairs & maintenance, parking, guest house, contract & lease administration, Vehicle management, reception management, accounts administration, hotel booking, cab booking, security management, transport management, housekeeping management, record management, vendor management, process documentation, helpdesk management, property management, accommodation management, sports activities, visa process, relocation arrangements and handling expats
- Streamlined the entire HR MIS & reports. Handling Master file for all employees in the company
- Conduct regular employee accommodation visits for analyzing an application of intramural and extramural welfare for the residents and update with the management as per the compliance required

Position: Administrator **Company:** Ahuja Residency Pvt Ltd **Location:** Ahmedabad
Company Strength: 1000+ **Company Industry:** Hospitality **Duration:** July 2013 - August 2017

- Recruitment, Handling Salary matters of direct & indirect Employee.
- Maintain all employee's personal records. Maintain record of Attendance & Leave.
- Maintain contractor labours attendance record & compliance.
- Supervision of time keeping activities.
- Controlling canteen activities, billing handling.
- To manage day-to-day activities & function of Administration & HR.
- Time Office Activities. Overtime Analysis. Manpower Analysis.
- Preparation of Full & Final settlement.
- To point out absenteeism cases to the superior.
- Statutory Compliance: Preparation of various reports for Govt.
- Exchange / Labour Office / Apprentice / P.F.) Annual Return etc.
- Correspondence with H.O. and other outside parties/contractors.
- Disciplinary action related to various misconduct under Model standing orders act.
- Domestic enquiry and subsequent disciplinary action on delinquent workmen.
- Grievance Handling: To solve floor level issues of workmen related to welfare Facilities, working conditions etc

Declaration / Proclamation

- The above information is correct to the best of my knowledge.