

Curriculum Vitae

PARESH BHIKHABHAI PATEL

Objective: To Seek Challenging Opportunity in the Personnel / HR / IR Department In an Organization when I can utilize my knowledge, Experience and can grow within the team.

Personal Information

Address : A-402, Shivansh Green, Nr. Panchvati Residency,
Nr.Nirant Cross Road, Vastral, Ahmedabad-382 418.

Contact No. : (M) 9723278277, (R) 8141384838,

Email Id. : (pareshbpatel1985@gmail.com)
(pareshbpatel1984@yahoo.com)

Date of Birth : 02nd June 1984.

PAN No : BAQPP4021H

W. ID Card No. : GXN1671932

Emp. Ex. No. : 200807092

D. L. No. : GJ07-2010-0029781

Aadhar No. : 3827 4302 4377

Nationality : Indian

Marital Status : Married.

Religion : Hindu

Hobbies : Music and Sports

Education Qualification

Sr. No.	Exam	Subject	Board/Uni.	Class	Passing Year
1.	D.L.P.	Labour Law	Gujarat Uni. A' bad.	Second	Jan.-2016
2.	L.L.B.	Law	Gujarat Uni. A' bad.	Second	March-2015
3.	P. G. D. IRPM (HRD/Personnel) (HRD)		Bharatiya Vidya Bhavan's Bhavan's College A' bad.	Pass	April-2008
4.	M.A.	Industrial Psychology	Gujarat Uni. A' bad.	Pass	April-2006
5.	B.A.	Psychology	Gujarat Uni. A' bad.	First	April-2004
6.	HSC	Arts	G.S.H.E.B.	Dist.	April/May-2001
7.	SSC	Hindi	G.S.E.B.	First	March-1999

Other Qualification

Sr. No.	Exam	Subject	Board/Uni.	Class	Passing Year
1.	COPA	Computer	ITI Kapadwanj.	Dist.	July-2003
2.	APP. COPA	Computer	ITI Kurnagar.	Dist.	Oct.-2006

Computer Skill M. S. Office, Internet, Vishva Pay Roll, & ERP.

(P.T.O.)

Work Experience

Company Name & Address	Post	Date of Joining	Date of Leaving
Ashima Dyecot Pvt. Ltd Khokhra, A'bad – 380 021.	Asst. Manager Industrial Relation	'01-05-2018	Present
Swastik Textile Eng. Pvt. Ltd. Amraiwadi, A'bad – 380 026.	Factory (Personnel) Manager	'07-08-2012	'30-04-2018
Soma Textile & Ind. Ltd. Rakhial, A'bad – 380 023.	Officer Personnel	'01-06-2011	'06-08-2012
Swastik Textile Eng. Pvt. Ltd. Amraiwadi, A'bad – 380 026.	Officer Personnel	'01-02-2010	'31-05-2011
"	Clerk Personnel	'10-10-2006	'31-01-2010
Bhagwati Spherocast Pvt. Ltd. Odhav, Ahmedabad-382 415.	Apprentice Computer Operator	'07-10-2005	'06-10-2006

Job Profile:

Monitoring Attendance, Leave & other employee record,
 Payroll Management, Joining & Exit Formalities, F & F Settlement,
 Security Management, Contract labour Management,
 Administration work, Grievance Handling, Recruitment,
 Timely submission of salary statements to accounts and monitoring and pushing
 timely disbursal of salary smoothly,
 Disciplinary Action : Drafting/Issuing disciplinary action notice, viz. warning, show
 cause, charge sheet, suspension orders and other IR related work,
 Attend labour court and all type of HR/IR/Legal Liaison work,
 Compliance of statutory inspection requirements under various labour laws and by
 different governmental Authorities like GLO, FI, Enforcement Officer(PF), ESIC
 Inspector, Apprentice Adviser, Emp. Exchange Officer, etc.,

Salary Details

Present : 4.96 P. A. CTC
Expected : Negotiate

Respected Sir / Madam,

I would like to join your esteemed organization. If you will be so give me a chance to
 serve, I will satisfy you by my dedicated, focused work & positive attitude.

Beside my qualification, I have the zeal and zest to bring out the best within myself
 as well as the others working with me.

Thanking you and expecting your favorable reply in the matter.

Date : - -2018

Place : Ahmedabad.

(PARESH PATEL)