

**MRUNAL PANCHAL (B.B.A, M.B.A)**

Ahmedabad.

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<https://in.linkedin.com/in/mrunal-panchal-676b3086>

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Growing experience in the field of HR & Administration activities since 2014.

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**HR PROFESSIONAL**

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- Advance experience in handling Joining Formalities, Induction, Consulting, Internal HR Audit and Administration activities.
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**IT SKILLS**

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MS Office, System Software

**ACADEMIC QUALIFICATIONS**

| Course | College/School                                       | University/Board            | Grade/Percentage     | Passing Year |
|--------|--|-----------------------------|----------------------|--------------|
| M.B.A  | S.K.Patel Institute of Management & Computer Studies | Kadi Sarva Vishwavidhyalaya | Distinction (75%)    | July 2014    |
| B.B.A  | Govt. B.B.A. College                                 | Gujarat University          | Second (58%)         | April 2012   |
| H.S.C  | Sheth Shree I. N. Patel Swaminarayan Vidhyalaya      | G.H.S.E.B                   | First Class (66.57%) | March 2009   |
| S.S.C  | Uttkarsh Vidhyalaya                                  | G.S.E.B                     | Distinction (70.77%) | March 2007   |

**INDUSTRIALVISITS/INTERNSHIPS & PROJECTS DURING ACADEMICS**

| Company Name/Project Type                          | Duration | Project Name                       |
|--|----------|------------------------------------|
| Uttam Dairy/Parle/Havmor Ice – Creams/Laxcon Steel | 2 Days   | Departmental Study on Laxcon Steel |
| Idea V/s Reliance                                  | 1 Month  | Comparative Study                  |
| Gopala Polyplast Ltd.                              | 7 Days   | Departmental Study                 |

|   |                     |  |
|---|---------------------|--|
| (Winter Project)                                  | (M.B.A)             |  |
| Asian Granito (India) Ltd.<br>(Summer Internship) | 45 Days<br>(M.B.A)  | A Study on Asian Granito (India) Ltd.  |
| Research Report                                   | 1 Month<br>(M.B.A)  | Strategic Analysis on “Ceramic Industry”   |
| Research Report                                   | 2 Months<br>(M.B.A) | A Study on Cultural Profile of Sales<br>Personnel of Pharmaceutical Industry of<br>Gujarat |
| Adani India Pvt. Ltd.                             | 2 Days<br>(M.B.A)   | Visit Review/Presentation  |

#### ❖ **International Centre for Entrepreneurship and Technology**

**Assistant Manager – HR and Administration**                      **December 2021 – till date**

**EA to manager HR and Administration**                      **March 2019 – December 2021**

International Centre for Entrepreneurship and Technology (**icreate**) an autonomous excellence centre for technology entrepreneurship (Technology Business Incubator).

#### ❖ **PDPU Innovation and Incubation Centre**

**Executive (Incubation)**                      **January 2018 – December 2018**

Innovation & Incubation Centre (IIC) is an incubator established by Pandit Deendayal Petroleum University (PDPU). IIC is recognized as Nodal Institute by State Government and approved by DIPP (Department of Industrial Policy and Promotion, Government of India) as Startup India Incubator.

- Incubatee Screening & Selection
- Government Liaison for approvals & Liaisoning with professional agencies
- Overseeing the Incubatee growth and coaching
- Look after various resources and help required by incubated startups
- Internal coordination with various PDPU departments
- B2G, B2B, B2C market generation assistance

#### ❖ **Chemical Shoppe Pvt. Ltd.**

**Operations & Online Marketing Manager**                      **June 2017 – October 2017**

Chemical Shoppe is a Start-Up company which has an online chemical trading platform [www.chemicalshoppe.com](http://www.chemicalshoppe.com), where customers can buy and sell chemicals and related products.

- Handle social media accounts.

- Design different posts and publish on social media accounts.
- Brainstorming via different sources to run different online campaigns.
- Coordinate with team for different administrative tasks. E.g. printing, stationary etc.
- Look after different operational work.
- Maintains marketing staff by orienting, and training employees; maintaining a safe and secure work environment and make them feel that they are having personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, coaching, counselling, disciplining employees, and coordinating.
- Maintains customer response operations by establishing work and assigning to employees; providing back-up.
- Resolves customer problems by training marketing representatives; providing information; answering questions.
- Maintains work process flows by coordinating information and requirements with related operational departments; participating with and providing resources to business improvement teams.
- Keeps management informed by preparing reports; interpreting information; making recommendations.
- Maintains resources by coordinating requirements with team.

#### ❖ **International Centre for Entrepreneurship and Technology (icreate)**

##### **Executive – Administrative Services**

**April, 2015 – June 2017**

International Centre for Entrepreneurship and Technology (**icreate**) an autonomous excellence centre for technology entrepreneurship (Technology Business Incubator).

- Coordinate with Government bodies as and when required.
- End to end work for New StartUp Support Schemes initiated by Government of Gujarat & Government of India, from filling of application till Fund Disbursement.
- Take part in routine meetings to discuss different organization development strategies.
- Counselling walk in enquiries about iCreate.
- Coordinate with CA, CS and Auditors for statutory and general requirements
- Preparing Documents for Board meetings.
- Closely work with Founders and Directors for their routine work.
- Travel Arrangements - Staff Buses, On call Taxis, Visa process, Air-Bus-Train Ticket Bookings.
- Event Management activities.
- Facilities management & supervision.
- Management of contracts and Payment Processing – Vendors, Salaries, TDS.
- Managing and supporting Incubated Projects regarding their finance and general administration.

- Supporting incubated projects in administrative activities, consult them as and when require.
- Overseeing expenses of incubated projects (StartUps).
- Overseeing AMCs for various vendors, equipment and machinery.
- Petty cash management.
- Overseeing purchase procedure and creating documents for procurement.
- Time Keeping - Maintaining attendance and leave records.
- Recording and retrieving documents, records and excel sheet of relevant data.
- Maintain a database of resumes that are received on career ID.
- Joining Formalities.
- Overseeing fund in all bank accounts accordingly plan budget for monthly expenses.
- Record Management of Inventory and Asset.
- Prepare responses to correspondence containing routine inquiries.
- Stock Management-Pantry, Stationary etc.
- First Aid Box maintenance for Emergencies.

❖ **MAS Financial Services Ltd.**

**September 2014 - April 2015**

**HR Executive - Generalist**

MAS Financial Services Ltd. is a Non-Banking Financial Company (NBFC) that exists to provide various types of loans as per customer's requirements.

| <b>INDEPENDENTLY HANDLED</b>                                  | <b>ASSISTED PROFILE</b>     |
|---|-----------------------------|
| Joining Formalities   | Induction                   |
| HR Generalist   | HR Audit                    |
| HR MIS and Reports  | Disciplinary Actions        |
| Confirmation Process  | Other HR & Admin Activities |
| Documentation   | Public Relation             |
| Provide Appointment & Offer Letters                           | Employee Welfare            |
| Monthly Employee Record Updation                              | Joining Process             |
| Greeting (Work Anniversary, Birthday Greetings, Employee Ids) |                             |

**CORE COMPETENCIES**

**Joining Formalities – Assisting Internal HR Audit – Assisting Induction – Documentation – HR MIS and Reports – Employee Record Updation (PAN India)– Other HR & Admin Activities**

• **Joining Formalities**

Collect required documents, verify all the documents, Site visit report for address verification, Co-ordinate with employees or recruiters for pending documents, provide

joining date mail to the concern HODs, Provide Appointment & offer letters to the concern employees

- **Assisting Induction Program**
- **Internal HR Audit**
- **Employee Record Updation (Pan India for more than 70 branches)**

Data Assimilation, Mail sending to the concern HODs/ Branches, Query solving – Employee Relation, Data combining from HODs/Branches responses.

- **Administration Activities**

Issuance of ID Cards, Tea Coupons, Letter for opening bank A/c etc, filling documents, Preparing MIS reports, mailing (Work Anniversary, Birthday Greetings, Employee Ids), Maintain left employee kits (Go-down Tracker), Approval for leaves through ERP system.

## ❖ YES GROUP TUITION

**July 2009 - August 2012**

### **Administrator (Part Time)**

Yes Group Tuition is a coaching classes for Std. 5<sup>th</sup> to 12<sup>th</sup> (Science/Commerce) providing their services from more than 20 years.

- Dealing with parents for admission related queries and counselling for other queries
- Manage day to day schedule for lectures
- Maintain student's admission records (files management & software data management)
- Maintain day to day attendance record
- Maintain students mark sheets (software data management)
- Maintain students' progress reports
- Maintain stationary and supplies
- Prepare weekly as well as preliminary exam schedules
- Taking proxy and difficulty lectures

### **SKILL SETS**

- ✓ Positive Attitude & Willingness to Learn
- ✓ Curiosity to increase Knowledge
- ✓ Curious to implement knowledge into practice
- ✓ Quick Learning Ability & Like to work in team
- ✓ Good Leadership, Amiable & Extrovert

### **PERSONAL DETAILS**

Name : Mrunal P. Panchal

Gender : Male

DOB : 2<sup>nd</sup> August, 1992

Resident : 333, Sector-1, Nirnaynagar, Opp. Rameshwar Temple, Ghatlodiya Road, Ahmedabad – 382481.

Marital Status : Single

Nationality : Indian

Cast : Hindu – Luhar

Personality : Dynamic

Languages : Gujarati, Hindi, English

Blood Group : A<sup>+ve</sup>

Hobbies : Listen Music, Singing, Playing Badminton, Garba, Watching Movies

### **DECLARATION**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

**Thanks & Regards**

Mrunal Panchal