

**MUKESHKUMAR H. CHAVDA.**

25, Gayatrinagar,  
Nr, Manubhai Ghadhavi's Plot,  
Sarkhej- Ahmadabad  
GUJARAT, INDIA – 382210.  
(M): +91 – 95745 36477.97377 98718  
E – Mail ID : mukeshchavda123@gmail.com

**Objective**

To achieve the greatest height of success by implementing my knowledge to the best of my efforts and by working in an enthusiastic team oriented environment as well as to have a challenging career in a reputed organization, that can allow me to enhance my professional skills up to the horizon of this field.

**Academic / Qualification Profile**

<b>MBA (Master of Businesses Administer)</b>	May-2019	56.00%	Pass Class
<b>Post Diploma In Human Resource Management, BSS</b> (Mahadev Academy and paramedical institute ,Amreli)	May-2014	84.00%	First Class
<b>Bachler of Arts,</b> Gujarat University, Ahmadabad	April-2004	47.00%	Pass Class
<b>H.S.C.</b> Shantiniketna School Vidhayalaya, Vejalpur, Ahmadabad.	March - 2001	60.33%	First Class
<b>S. S. C.</b> Sent Abjibaba high School, Vejalpur, Ahmadabad	March – 1998	47.00%	Pass Class

**Computer & Other IT knowledge Profile**

**COPA (Computer Opertor & Programming Assistant)**

GCVT from sarkhej, ITI (Ahmadabad)

First Class

**Professional Work Experience Profile**

- (1) At Present Working as Sr.Executive in Solance Industries Kerala (Bavla) Since, 01/12/2015 to Till Date. (Batteries Industries).**
- (2) Shivam Photovoltaic Pvt. Ltd. CHANGODAR Hr. Generalist. (26<sup>th</sup> Feb, 2014 to 30 November 2015.) (Solar penal)**

**(3) Bajaj Herbals pvt.ltd, CHANGODAR, AHMEDABAD, GUJARAT. Hr. & Admin Executive (1<sup>th</sup> April, 2009 to May 13.) (FMCG & Foods).**

**Kalupur cooperative Commercial Bank Ltd... CLERK (Apprentice).**

- **PROJECT TRAINING:** I have taken 90 days vocational training at following organizations in (Apprentice Act). **HR & PERSONAL DEPARTMENT**
- (Intas Bio Pharm, Moriya Village, Ahmadabad.)

**TRAINING HRM :**

I have taken 05 days Personal training A. m a. (HRM)

- Ahmadabad Management Associate, Ahmadabad.

**Job Profile:**

- Liaison for Legal compliance under various Labour laws like E.P.F., Contract
- Labour Act. Bonus Act. Apprentice Act. Gratuity Act. Employee-Exchange, L.W.F, Minimum Wages Act. E.S.I.C etc.
- Authorize-Petty Cash Voucher, Cash Salary & O.T, Allowances / Daily Exp... Like Guest lunch/ Visitors refreshment exp., Accident-etc... Expenses.
- Monitoring of **House Keeping /Security Staff / Diesel Pump** and **Staff Bus** Schedule and maintain record,
- Maintaining record of Uniform, Pest Control, and P.P.E. & timely checking dept. wise Cease fire cylinders.
- Monitoring Contract Workers Recruitment including Training and Maintain all **legal record** like wage & Salary administration , W.C.Policy, P.F.Challan, All Required Govt. Returns and Checking Monthly Bill of all Contractors.
- Handling all working system from **Time Office Function** to Managerial Work & Responsibility, like Personal File, Joining Formalities, Take the Induction Training, Required Training / Medical Check-up, Leave Record & Exit Interview for Left Employees, Full & Final Settlement, etc...
- Co-ordination with bank for Salary A/C. (New) joined Employees and implementing time to time performance appraisal check list of workers.
- Looking after for ISO or Other Certificates and Customer Visit activities with their required records and Preparation.
- Properly handling after review for **Disciplinary action** such as Chronic Absent, working without P.P.E., Long absenting without prior permission, Misconduct etc...by warning Letter, Show Cause Notice, Suspension Order etc...
- Redressing Employee's **Grievances & IR Issues**, .And maintaining **relationship** with all Employees.
- Manpower Planning, Handling entire Organization Recruitment process, selection process from placement, campus recruitment, internal friend-circle.
- Counseling on regular basis for minimizing absenteeism against Attn. Award and Control the Excess manpower.
- Programs & Executing Performance Appraisals system, Preparing Reports, Preprinting All Types of letters (Offer, Appointment, Termination, Experience Etc.)Personal File Keeping.

**For : Hr & Admin.Dept. (Sr. Executive/ Executive)**

Making of Salary, Wages & Bonus, Office Administration, Supervision of housekeeping, security.

- Salary Calculation and Attendance entry and calculation, Handling Absenteeism & Late Coming Report/Late Coming Deduction.
- Handling Loan/Advances Policies, Handling Early Going/Short Leave And Out Door Duty Policies, Supervision of Security.
- Salary Calculation and Distribution
- Contractors 'Attendance entry and calculation
- Debit note to Contractor
- Supervision of Security
- Lave/C/off Entry & Calculation
- Overtime Entry & Calculation
- Maintaining Form No.-28 (Attendance) and Form No.-18 (Lave)
- Surprise Checking
- Manpower Allocation
- Update Employee Master/Files Update

**Achievements**

- **Successfully implemented** different types of policies in **BAJAJ HERBALS PVT.LIMITED** like Performance appraisal policy, late coming, early going & short leave policy, Loan & advance policy, jeweler's policy, I-cards & dress code etc.

**Personal Profile**

Date of Birth	:	01 <sup>th</sup> August, 1982
Gender	:	Male
Marital Status	:	Married
Language	:	Fluent in Gujarati, English and Hindi
Nationality	:	Indian
Hobbies	:	Listening Music, Reading, Playing Cricket.
Competences	:	Man management skills, Computer knowledge, Strong administrative skill, Good co-coordinator, Pleasing personality, Fast learner & adaptable, good communication & Interpersonal skills, Team Player, Good leadership quality etc.
Salary	:	Negotiable
Notice period	:	± 30 Days
References	:	on request

**(mukesh Chavda)**

For : Hr & Admin.Dept. (Sr. Executive/ Executive)