JAYESH JAVANDHRA

21, Kedar Raw House Society, Opp. Danev Park Society, Nr. Jivanwadi, Nikol, Ahmedabad-382350.

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To Secure innovation position in the area of **Human Resource and Legal Matter (H.R)** to make the optimum use of my strength and competencies to get the best result and to contribute the maximum share in the success journey of the organization irrespective of its size without any of my selfishness. I will contribute my best towards the respective organization.

**PROFESSIONAL WORK EXPERIENCE :-**

**Voltas Beko Home Appliances Pvt. Ltd. (Tata Group) – Sanand, Ahmedabad (July-21 to till)**

**(c/o – Coreintegra Consulting Services Pvt. Ltd.)**

**Sr. HR Executive (Compliance & Operation)**

* **Job Responsibilities:**
* **Factory Compliances & IR:**
* Ensuring compliance with all laws for 100% compliance in factory with respect to applicable labour laws
* License application/amendment/renewal under applicable Act and Rules
* Every month maintained of statutory registers, records, notices and returns as per the applicable Act and Rules
* Updating compliance software ensuring 100% compliance and publishing daily monthly and quarterly dashboards and presenting dashboards to HR head, (Prepared report as per factory compliance and SPOC contractor compliance audit)
* Updating compliance software (Avacom - Teamlease) & Ctrl+F compliance software from time to time
* Minimum wages notification / other labour laws as per Gujarat State amended notification related to Factory, and monthly compliance calendar & newsletter timely shared to factory management and all vendors.
* Required monthly compliance is initiated on 1st of every month which includes month wise activity like PF, ESIC, PT and LWF remittance and return as per provision of Gujarat state.
* Advisory on ESIC & PF related UAN Number activation and filing e-Nomination, transfer & withdrawal process to employees
* Regular update of changes in labour compliance and act with reference to impact of the law on factory
* Handle litigation and show-cause notices with reference to labour laws
* To make managers, supervisors and employees aware of employment related laws and legal affairs
* Application for approval of night shift 2nd and 3rd shift female work
* Application for permission of overtime extension and obtaining permission from DISH office
* **Contractor Compliances:**
* Regular and proactive audit of labour law compliance for all SPOC vendors (25 Vendors)
* Contractor workman in-out entry attendance is verified along with wage register, PF, ESIC, PT and LWF as per applicable all Acts and Rules.
* Managing workers related to contractors through Scrum system (LabourWorks) software
* Contract labour management (Gate pass, Bill verification etc.)
* Vendor compliance audit schedules are sent to each vendor SPOCS on the 15th of every month and contractor audits are conducted between the 20th and 30th of every month for all vendors upon completion of required statutory compliance by Ctrl+F compliance software.
* New vendor compliance documents are verified and its new joiners workman compliance documents are also verified for onboarding process.
* Manage vendor compliance and regularly tracking implementation of compliance
* Conduct vendor compliance audit and ensuring 100% CLRA compliance of casual workmen / third party employees
* Continuous monitoring of contractor/ vendor compliances
* **Time Office (Payroll):**
* Monitoring the daily attendance of all employees entering the factory
* Weekly/monthly verification against each contractor
* New employee/worker onboarding and punching process
* Monthly attendance is sent to all SPOC vendors on 1st of the month, if there is any query in attendance the respective query is resolved and finalized and shared to SPOC vendor for payroll processing.
* Then once the salary register is prepared and the salary is paid after verification (Salary calculation sheet is verified with final attendance sheet and also compliance like PF, ESIC, PT, LWF, leave and bonus etc.)

**Avadat Apparels Pvt. Ltd. – Ahmedabad (Nov-16 to Jun-21)**

**Sr. HR Executive**

* **Job Responsibilities:**
* **Legal Compliances:**
* Maintain HR legal compliance record and systems
* Handling the Employer’s Labour laws compliances, IR Activities, and legal cases
* Inspection and Audit to Factory officer and G.L.O.
* Social Compliance Audit like (BSCI, Sedex, GOST and ISI)
* Annual return, consolidated Annual Return filling
* Renew License like Factory, Health, Fire safety, Boiler..etc.
* Apprenticeship and Employment Exchange filling ER forms
* Prepare committees and show cause notice. Maintain Register as per factory act.
* **Statutory Compliance:**
* PF & ESIC registration and compliance & Monthly contribution payment and challan filling.
* (PMRPY) Pradhan Mantri Rojgar Protsahan Yojana Scheme & (ABRY) Atma Nirbhar Bharat Rozgar Yojana
* Professional Tax registration, calculating monthly contribution and payment
* Complying Gratuity, Bonus & Labour welfare fund
* Prepare documents and online process for PF withdraws, pension scheme, PF Transfer and ESIC Enrolment Form (TIC).
* **Pay Roll:**
* Updating attendance & Leaves of around 1600 employees. Sending daily manpower report to departments.
* Prepared monthly reports for records like Salary Administration, monthly wage register & statutory compliances.
* Knowledge of HR software of attendance and payrolls systems.
* Prepare and maintain form No.16 (TDS Form)
* Maintain Register as per factory act. Like employee master role form No.28, ID card register -36, PL Register-18, Register-19 etc.
* **Personnel:**
* Assigning employee code to new joiners and taking induction
* Handle fire safety system, First aid, Canteen, Water Cooler & Filter, housekeeping and security.
* Circulation of instructions and notes to employees and providing professional advisory support to company employees
* Organized events and meetings at the plant and offices
* Manpower planning & Performance appraisal system
* Setting up, monitoring, and then tracking employee probationary periods. After performance review of probationer issuing conformation letters and extension letters.
* Maintain PA Data of employees such as Employee Hiring, Transfer, General Increment, Promotions, Resignation and Separation.
* Resignation & leaving formalities like relieving letter & experience letter, full & final settlement.
* Issue other letters, Notices, Show cause memo, Confirmation letter & Warning Letter
* Assisting with processing employee grievances
* Schedule Training Like: - Health, Safety & Environment for Employees & Worker.
* Prepare HR Polices & Maintain relationship engagement activities with employees

**Hsb Infotech Pvt. Ltd. – Ahmedabad (March-15 to Oct-16)**

**HR Executive**

* **Job Responsibilities:**
* **Statutory Compliance:**
* Keeping track with legal consultant regarding Monthly challan filling, Annual return filling etc.
* ESIC, PF, PT & LWF Calculating monthly contribution and payment
* Prepare documents and process for PF withdraw, Transfer and any changes (Form No.19, 10C, 10D & 13)
* Generate UAN number and approve KYC details
* **Pay Roll:**
* Process of Monthly Salary and Payroll, time office & Leave Management
* Prepared monthly reports for records like monthly wage register & muster attendance register Preparation of salary & statutory compliances.
* Maintain employee master role form No.28, ID card register -36, PL Register-18.
* Opening new joiner’s bank account for salary.
* **Recruitment:**
* Using job portal and references for sourcing the candidates.
* Scheduling interviews, Feedback and follow-up.
* Issue candidates` offer letter, Appointment letter, Salary structure.
* Maintain their joining formalities, all type of documentation.
* **Administration:**
* I have prepare personal records of employees HRIMS (approx 1200 employees)
* Assigning employee code to new joiners and taking induction (Explaining about company profile and policy job duties, responsibilities, benefits, schedules, leave , attendance, working conditions & Promotion opportunities, etc. )
* Maintaining records of employee participation in all training and development programs
* Office administration like housekeeping, Vendor payments, Electrical related works, Carpenter related works, Water Cooler & Filter, and security related work, Organizing parties and functions.
* Use ERP system for purchase administration related things like stationary printing of all books, Safety related things & other data entry’s.
* **Performance Analysis:**
* Prepare performance review forms & appraisal forms. support HOD`s in appraisal of employees. Prepare other documents related to increment.

**PROJECTS :-**

**The Sandesh Limited.- Ahmedabad (15th-Dec-14 to 15th March-15)**

**HR Trainee**

**Description:** Study on organization HR policies & Procedures, Recruitment, Statutory

Compliances (PF , ESIC ,Gratuity, Bonus)

**KEY COMPETENCIES AND SKILLS :-**

* Thorough understanding of state and federal laws concerning labour relations.
* Thorough understanding of dispute resolution, compensation administration and negotiation techniques.
* Working in fast paced, high transaction volume environment.
* Ability to organize & priorities workload within any setting,
* Knowledge of monitoring progress in an employee’s career.
* Completing all tasks in a timely, organized, and professional manner.
* Maintaining all HR paperwork to ensure compliance with relevant legislation.

**EDUCATIONAL QUALIFICATION :-**

* + **DLLP** (Diploma in Labour Law and Practice) from Gujarat University Ahemdabad in 2021 with 56%
  + **MHRDM** (Master of Human Resource Development & Management) from Gujarat Vidyapith Ahmedabad in 2015 with 69%
  + **BSW** From Saurastra University in 2013 with 72.91%
  + **High School** from G.H.S.E.B in 2010 with 54%

**COMPUTER SKILL :-**

* Compliance Software (Avacom-Teamlease) & Ctrl+F Software (Factory & Contractor Compliance)
* Contractor Management through Scrum System (LabourWorks) Software
* Payroll Software **Vishva** and Attendance Software **Orange.**
* **CCC** (**Doeacc Society** “ S ” Grade in March-2011)
* I know Windows operating systems all Programs in Computer.

**PERSONAL DATA :-**

Name : Jayesh Javandhra

Date of Birth : 30th July 1993

Marital status : Married

Languages Known : English, Hindi and Gujarati

Hobbies : Reading, To play cricket and Swimming

**DECLARATION :-**

I hereby affirm that the information in this document is accurate and true of the best of my knowledge and If I given an opportunity to serve in your esteemed organization, I assure you that will discharge duties with zeal and enthusiasm to my superiors and would work hard with output result.

Place : Ahmedabad Your Faithfully

Date : / /2023 (Jayesh Javandhra)