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**BIO-DATA**

**Name :- KAMLESH SHAH**

**Father’s Name :- SHANTILAL SHAH**

**Date Of Birth :- 23rd OCT-1959.**

**Permanent Address :- 13, Virkunj Society,**

**Nr. Vidhyanagar High-School,**

**Post:-Navjivan,**

**Usmanpura, Ahmedabad:-380 014.**

**Contact No :- 9998767674**

**Nationality :- Indian**

**Religion :- Hindu**

**Martial Status :- Married**

**Language Known :- Gujarati, English & Hindi.**

**Edu. Qualification :- S.S.C. Passed with 61 %(First-Class)**

**:- B. Com from Gujarat University with 55 %**

**:- Knowledge of Typeing, M. S. Word & Excel**

**In Computer.**

**Experience :- I have Worked in Aroma High-Tech Ltd-**

**Usmanpura as a “HR ASSISTANT” for 5 Years.**

**At Present I am working Sakar Industries Ltd-**

**Santej as a “HR EXECUTIVE CUM CASHIER”**

**Since last 7 years.**

**Work Profile :- Attendance Record of 200 Staff & Labour,**

**Preparing Salary Sheet, Labour Contractor Payment, P.F. Work, Cash Handling of All**

**Company’s related exp. such like as Cash Salary**

**Payment, Contractor Payment, All Company**

**Related Exp, Generate Punching Report of**

**Attendance. Also Knowledge of E.S.I. Work.**

**Preparing Cash Vouchers, Cash Statement**

**Sheet. Staff & Labours Physically attendance,**

**Prepare Appointment Letter of New Joining**

**Persons, Prepare Experience Letter, Relieving Letter, Salary Certificate, & Resign Letter of**

**resign persons**

**Present Salary :- Rs. 15200/- p.m.**

**Expected Salary :- Rs. 22000/- p.m.**

**Location :-Ahmedabad**

**(KAMLESH. S. SHAH)**