**LAKHA KARGATHIYA**

*Mobile : 9925558490*

*Email :- kargathiyalaxman@gmail.com*

# OBJECTIVE

I would like to be a part of increasing company for my carrier oriented personal growth where I can make best possible use of my capabilities, to stay in touch with newer technologies and programming practices to make an important role to employer organization.

# ACADEMIC BACKGROUND

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Percentage** | **College / School** | **Passing Year** | **Board / University.** |
| M.H.R.M | 56.10% | Gujarat Vidyapith Ahmedabad | 2016 | Gujarat Vidyapith Ahmedabad |
| B R.S. | 74.04% | Saurashtra University Rajkot. | 2013 | Saurashtra University Rajkot. |
| H. S. C. | 65.29% | VVM Simar – Kidivav | Mar-2010 | G.H.S.E.B. |
| S. S. C. | 59.54% | J. M. Vinay Mandir Chorwad | Mar-2008 | G.S.E.B |

**PERSONAL DETAILS**

Civil Statistics

*Date of Birth:* **18**th September,1992

*Sex:* Male

*Marital status:* Unmarried

*Religion:* Hindu

*Nationality:* Indian

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Address Address

Permanent Address:Present Address

PGVCL Road, Rushikesh Vila,

Near Old Cinema, Near Tube well,

Chorwad.-362250 Bopal,

Ahmedabad - 380058

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Languages

*Hindi, English, Gujarati*

# COMPUTER SKILLS

* MS Office
* Internet Surfing

# OTHER CERTIFICATES

* NSS Camp.
* Madhupalan.
* N.S.S. Certificate
* Madhupalan.-Certificate

# HOBBIES

Play, Cricket, Reading, Watching News Etc.

# COMPETENCIES

* Quick Learner.
* Team Work
* Excellent Inter personal and communication skill
* Positive Attitude.
* Hard working.
* Motivate By New Challenge.

# ACHIEVEMENT & PARTICIPATED ACTIVITIES

* **One Month Internship HR Functions at Gadre Marin Export Pvt. Ltd. Chorwad.**
* **One Month Internship on the Topic “Recruitment & Retention” at The Sandesh Ltd.**

**Ahmedabad**

* **I have worked with “Modern Business Solution” As a HR Executive. (March - 2016 To August – 2016 Ahmedabad.**
* **Role & Responsibility**:-
* Recruitment.
* Employee Verification.
* Joining Formalities.
* Follow up from new joining.
* Maintain employee personal file.
* On boarding employee.
* Employee documentary.
* PF withdrawal process.
* UAN Generation And Activation with KYC on portal
* IP Number Generate.

# PROFESSIONAL EXPERIENCE

* **Currently Working With Metro Cash & Carry India Pvt. Ltd. As a HR Executive.**
* **Role & Responsibility :-**
* **Software :-**
* SAP
* AMS
* ESIC Portal
* ESS
* MCS
* I Secure
* GMS
* **Processes** :-
* Recruitment Process.
* Joining Formalities.
* Filing & Documentation (Offer/Appointment/Pre-Medical
* Induction Training
* Promoter, Merchandiser & Visitor Policy
* Employee Engagement
* Employee Counselling
* Attendance Register
* Unit Review Report
* Salary Report
* Reporting Matrix
* Vendor Invoice Process
* Employee Exit Process
* Full & Final Process
* MEBT Process & Forms
* Monthly Claim Form
* Employee Leaves & Offs
* Employee Appraisal
* Statutory Compliance
* Vendor Audit
* PF Withdrawal forms & Process
* Cashier Shortage
* MTP/FTE Break up

# DECLARATION

I hereby declare that all the above said information is true at all the best of my knowledge and will present original documents whenever asked for.

Place: Ahmedabad

Signature

(Lakha Kargathiya)