**Name;** Mukund Kotadia |**Contact No:** 9662696637|**Email Id**: [mukundkotadia@gmail.com](mailto:mukundkotadia@gmail.com)

**Company Name: Hotel Platinum INN & Hotel Platinum Residency.**

**Designation:** Assistant HR Manager. **DOJ:** 16th Nov 19 to 8th July 2020.

**Roles & Responsibilities:**

* Open bank account with Bank of Baroda, Ratnakar Bank- issue request letter to bank.
* ID card preparation, ID card distribution.
* Creating employee code in Saral Pay Pack, UAN –Employer Module, Matrix Finger print device, ESIC Employer module.
* Induction about policies, process, procedures.
* Documentation: Offer Letter, Appointment letter, Confirmation letter, Promotion letter, Warning letter, Show cause letter, Employment termination letter, Appreciation letter, Experience letter, Relieving letter, Services certificate.
* Loan application & Advance application, Prepare time sheet, Attendance register, prepare bank sheet for salary release.
* Maintain: Loan & Advance register for payroll input.
* Leave records sheet : for payroll inputs.
* Salary slips distribution, (with TDS, with Loan, with advance, with leave data).
* Retention of employees & Taking exit interview.
* Calling no call no show employees to understand reason, send them show cause letter, absconding letter via registered A.D.
* Prepare , Create & complete full & final settlement sheet via Saral Paypack / manual.
* Using payroll software of Saral Paypack. (Employee code , Payroll, salary slips, leave data, f & f sheet, TDS, Reports , arrears, etc.)
* Employee engagement activity. ( Birthday celebration, Games, Singing, Antakshrai, Napkin Folding competition, etc., Farewell party)
* Policy Drafting, Implementation of policies.
* Observation of building, maintenance, property, services, staff behavior, etc.
* Coordination with Labor law consultant for PF, ESIC, Wages notification, challan preparation, payment of challans & dues, PF legal queries, notices , payment of Labour welfare fund.
* PF / UAN : Partial withdraw of Employees , Full withdraw of employees, New form fill up, show video of how to use portal, Upload PAN, Aadhar card, Bank details in portal in both employer / employee portal, Approve via digital signature of Director, Prepare joint declaration form for issue resolution of Employee, print , download, upload for employees. Push employees to use UAN portal regularly.
* ESIC: Download, print, E-TIC from Employer portal, Update individual’s details in Employer portal, accident reports, Prepare challan via consultant, liaison with Police station for accident report & FIR copy. Update contact numbers, bank details, of all employees.
* Prepare challan for Professional tax (Form 5) from Saral software for both entity, visiting AMC office for payment, verify online, scan and provide to accounts team.
* Get challan paid via account team, online / offline.
* Prepare and send quarter employment records to Employment exchange.
* Use Simpliance website for regularly legal compliance update from governments, co-ordinate with legal consultant for new legal compliance.
* Quarterly prepare & send Employment exchange Form- ER-1 , via registered A.D. / Email scanned copy.
* Corporate communication via email / whatsapp / notice board: prepare communication in Hindi, Gujarati, English , send emails for welcome email, notice, rules , regulations, birthday, Policies, Guidelines, PF updates, ESIC updates, etc.

**Current company:** Medusind Solutions India PVT LTD (Acquired by H.I.G capital in April 2019)

**DOJ:** 8th May 2015 to 15th Nov 2019.**Current position:** Sr.HR executive

**Roles & Responsibilities:**

* Recruitment.
* Documentation, joining formalities
* Offer salary, salary negotiation with candidates and stay in connect
* Salary bank account opening with HDFC bank / Citi bank / Ratnakar Bank.
* Explain other benefits of company like, Mediclaim, Life insurance, Gratuity, Culture, Stability.
* Send Letter of Intent to candidate, salary offer via email
* Update Adrenalin module on real time basis for HRMIS & MIS
* Exit interview & formalities of training failure candidates.
* Reduce attrition.
* Internal movement of employee who are in Bench / RMS.

**Employee Support :** Employee Self Services portal of ADP & Talent Maximous for :PF , ESIC, Salary slips, Tax Slips, ESIC receipt, CTC break up, YTD reports, Appointment Letter, Resignation letter, Experience letter, Referral bonus, Salary calculation, Deduction, attendance regularization, Adrenalin UI,UAN Portal, Mediclaim, CAB, Transportation, ID card, Leave balance, Leave request, Policy, Process, Exit Interviews, Retention.

**Vendor Management –Recruitment:**

* Identify consultancy for recruitment
* Taking care of recruitment agreements, renewal, bills payables, replacement notes, credit notes, ledger reports , payment process.
* Taking care of consultancy’s disputes about actual source of candidates
* Providing them feedback in details for offer, pending, selection, documentation, replacement, NCNS, Aabsconding.

**Administration :**

* Taking & distribution of stationery kit for new joiners like,
* Guiding about Facility, Infrastructure, Canteen, Waiting areas to employees,
* Getting food coupons for new joiners
* Guiding about policies & process & procedures
* Relocation of candidates, accommodation booking, reimbursement of tickets, Rent/ brokerage reimbursement.

**HR MIS:**

* Weekly, Monthly, Yearly, Attrition analysis, Monthly recruitment reports, lost offer reports, etc.
* Attrition analysis- monthly / quarterly / yearly
* Monthly MIS
* Offered vs. Joined

**Training attended:** Fire & emergency , Emergency evacuation.

**MedNautix** Outsourcing limited/**RecordFlow** LLC/**Optimum** Sourcing PVT LTD (Currently named as a **AdvantMed.)**

**Post:** HR –executive, **Tenure:** 26th -Aug-13 to 7th May 2015.

**Roles & Responsibilities:**

* Recruitment
* Documentation, Reference cross check,
* Issue offer letters & Appointment letters,
* Relocation of candidates , accommodation booking , reimbursement of tickets.
* Salary Bank Account opening with Axis Bank,Joining formalities, Prepare Appointment & Offer letter,
* Employee engagement
* Policies Drafting, Preparing Employee Handbook.
* Exit interviews, Retention of leaving employees, PF withdrawals,

**Previous Company: MICROLINK** Solutions Pvt Ltd.(IT hardware & networking),

**Post**; HR Executive, **Tenure**; 2 April 2013- 7 August 2013

**Roles & Responsibilities:**

Recruitment

**Joining Formalities:** Getting joining formalities done, salary account opening with ICICI bank

* Co-Coordinating Various Departments For Their Manpower Gap, Salary issues, Recruitment, Interview Schedules, Daily Line Ups, Pending Candidates, Etc.,
* Filling FORM-1, FORM-2,FORM-F,FORM-11, for ESIC,PF, Gratuity,
* Salary negotiations, Joining formalities & issuing Offer latter , Appointment latter,
* Preparing The MIS Report On Daily Bases ,Use The Server Based Excel Sheet ,Recruitment report,
* Managing HRIS, Recruitment Report,
* Reporting On Daily Bases For Daily Activity Report, Recruitment report

**First company:** Euphoria HR consultancy.

**Tenure :** 5 Jan 2011 to March 2013.

**Role :**

* Understand The Job Profile, Requirement &Description Recruitment for the various post like, Senior, Middle, Junior level,
* Co-Ordinate Clients For The Requirements, Follow-Ups, Interview Schedules, Salary Negotiations & Other Processes Via Telephonic & Email Conversations. Preparing MIS Report.
* Take care of curriers inward &outward of company, Invoices receivable, Invoice send able , Attendance register of branch, scan & sent to company accountant,
* Take care of attendance of Ahmedabad staff & send for payroll to Surat office.
* Distribute the salary cheques to Ahmedabad staff & get acknowledgment
* Take care of Angadiya & Havala transactions, Banking transaction, of company & Owner
* Office administration: Purchase of Acid, Phenyl ,Cleaner & Soap for admin

**Education Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute Name** | **Year** | **Affiliated by University/ Board** | **Score in %** |
| MBA (HR) | KNV Institutes Of Business Management, Rajkot | 2010 | Saurashtra University | 60% |
| B Sc(Chemistry) | K K Shah Maninagar Science College , Ahmedabad | 2008 | Gujarat University | 57% |
| H.S.C.(Science) | Shreeji High School, Bapunagar, Ahmadabad | 2005 | G.H.S.E.B. | 38% |

**Computer Skills :**

* **Pre Hire test/Training tool :**www.mindflash.com,www.proprofs.com,PMAPS,MS excel.
* **HRMS , MIS ,HRIS ,Tools:** The Resumator, Adrenalin , Ms Office ,Bamboo HR.
* **Payroll software :** Saral Paypack,
* **Attendance device:** Matrix finger print access systems, COSEC, Cosec Web.
* **MS office :** 2007,2010,2013,2016,Microsoft 365.

**Birth Date:** 24 May 1988

**Sign:**