**Rajan B. Khatri**

A-31, Swarushi Appartment, Opp. C P Nagar,

Ghatlodia, Ahmedabad - 380061.

Mo. No.- **9726935833**

Email - **rajankhatri1997a@gmail.com**

|  |
| --- |
| **Career Objective** |

* To obtain a challenging position by excelling in my operational field and to be an asset to the organization I work with.

|  |
| --- |
| **Professional Experience** |

|  |  |
| --- | --- |
| **Employer** | **Intas Pharmaceuticals Ltd – SEZ Plant**  Since **15/04/2019** to **11/01/2023**. |
| Designation | Officer - HR |
| Reporting To | Manager - HR |
| Key Responsibilities | Handling of HR related activities which includes following:  **Payroll**   * Preparation of Salary and Wage * Good Work * Attendance Award   **Employee Gamut**   * New joinee Entry Verification from Success factor and took Appointment letter * Success factor details verification * Employee confirmation, Trainee & FTE Probation letter preparation and distribution * Relieving formalities   **Legal Compliances**   * Maintain records under various Act like, Gujarat Factory Rules, Minimum Wage, Bonus, PF and * ESIC activity - Registration of Eligible Employee (Registration Activity changes as per Government Norms)   **Reports & MIS**   * Daily manpower report, Key personnel report * HRIS preparation * Providing letters to employee (Address Proof) * Preparing reports as required by Management   **Employee Grievances**   * IR related activity - Absenteeism, Sleeping, Tobacco and etc * Concealing employee for such cases and taking corrective action * Taking Apology letter & maintain MIS accordingly * Handling employee’s grievances for Payroll (Salary & Wage, Good Work, Attendance Award, Leave encashment) * PF, ESI regarding query * Mediclaim Activities   **FTE Conversation**   * Handling FTE conversion process - Take FTE exam as per norms such as Written & Verbal * Dong Liasoning activity with Intra and Internal department for getting a feedback for aspirant * Make him understand regarding rules and regulation of the company   **Apprentices Act Compliances**   * Formalities for Apprentice from Interview to joining * Apprentice Joining, data updation in Apprentices Portal * Contract generation Stipend date updation on portal * Termination and Service letters to Apprentices * MIS - providing to local ITI authority, Liasoning with Apprentices Authority for grievances * Preparation of Stipend   **Special Activity - Audit**   * Playing important Roles during Audits when designated * Team required support * Monitoring during COVID 19 pandemic |
| **Employer** | **Torrent Power Limited – Corporate Office**  Since **12/01/2023** to **till date**. |
| Designation | Executive - HR |
| Reporting To | Assistant Manager - HR |
| Key Responsibilities | Handling of HR related activities which includes following:  **Payroll**   * Preparation of Salary and Wage * Quarterly Interim Bonus   **Employee Gamut**   * New joinee Entry Verification from People Strong. * Employee Probation confirmation, Trainee confirmation letter preparation and distribution * Relieving formalities   **Legal Compliances**   * Maintain records under various Act like, Minimum Wage, Bonus, PF. * ESIC activity - Registration of Eligible Employee (Registration Activity changes as per Government Norms)   **Employee Grievances**   * Handling employee’s grievances for Payroll (Salary & Wage, Quarterly Attendance Bonus, Leave encashment) * PF, ESI regarding query * Mediclaim Activities * Monitoring Periodical Medical Check for current Employee.   **Special Activity - Audit**   * Playing important Roles during Training & other activity when designated * Team required support * Development & Improving for New Software in People Strong. |

|  |
| --- |
| **Educational Details** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board / University** | **Year of Passing** | **Grade** |
| MSW | Gujarat University | 2019 | First Class |
| B.Com | Gujarat University | 2017 | First Class |
| H.S.C | Gujarat Board | 2014 | 72% |
| S.S.C | Gujarat Board | 2012 | 67% |

|  |
| --- |
| **Professional Strengths:** |

* Positive and Creative attitude
* Good Convincing skill
* Good Listener
* Self Confident
* Hard Worker

|  |
| --- |
| **Additional Skills:** |

* Coral Draw
* MS Office
* Photo Shop
* Page Maker

|  |
| --- |
| **Projects / Internship** |

|  |  |
| --- | --- |
| **Company Name** | Intas Pharmaceuticals Limited, **Pharmez** |
| **Duration** | 3 Months |
| **Area of Study** | Recruitment Process, Joining Formalities |

|  |  |
| --- | --- |
| **Company Name** | Intas Pharmaceuticals Limited, **Matoda** |
| **Duration** | 1 Months |
| **Area of Study** | Admin Activities, Training & Development Activities, P&A Activities, Security Activities |

|  |
| --- |
| **Personal Details** |

DOB : 27/02/1997

Blood Group : A+

Gender : Male

Nationality : Indian

Languages known : English, Gujarati, Hindi

Marital Status : Unmarried

|  |
| --- |
| **Declaration** |

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**(Rajan B. Khatri)**