**RESUME**

**Trushar Sudhirbhai Chavji**

503 Neelkamal Residency,

Near: Football Ground,

Moti Daman

State: Daman & Diu, Pin. : 396220

E-mail : trusharchavji@gmail.com

Cell : 9898923339



**Objectives**

Want to be associated with a company that gives me an opportunity to utilize my knowledge & skills to the best of my potential and in return ensuring the constant growth and development of the company I join.

**ProfessionalExperiance**

* Currently working with “**Mittal Files & Tools Pvt. Ltd.**” as “**HR**  **Admin** **Assistant** ”

Maintaining and regularly updating Master database,

Recording maintain and monitoring Employee Attendance,

Preparation Salary Process and statement,

Creates & Maintain Daily Production & Incentive Report,

Housekeeping activity,

Conducting first round telephonic interview,

Contact with recruitment agencies for candidates for specific job position,

Conducting employee orientation and facilitation new joining formalities,

Organized Training new or existing employee,

Organized departmental meeting,

Factory license, insurance related issues, Pf withdrawal, pf return records,

Resolving grievance handling.

* Previous Employee “**Indo Tex Chem**” as “**Admin/HR Assistant** ” **– 5 Years**

Maintaining MIS Documentation,

Transportation Activities,

Creates and Maintain Daily Stock Report,

Coordinates and arrangement spares and components and effective service in plant,

Maintain Attendance System, Salary Process,

Create Bills, Tally Accounting Modules,

Government Report

* Previous Employee “**Karuna Engineering**” as “**Office/AdminAssistant** ” **- 2 years**

Maintaining MIS Documentation, Salary Process, Create Bills, Arrangement Spares and components Joining Process, Factory act (legal) documentation, PF, ESIC documents

**Qualification**

* **MBA-HR**Year 2011 from IDEA INSTITUTE MANAGEMENT & TECHNOLOGY, Ahmedabad affiliated to Sikkim Manipal University (on regular basis).
* **B.C.A** Year 2007-08fromM.K.INSTITUTE OF COMPUTER STUDIES, Bharuch affiliated to Veer Narmad South Gujarat University.
* H.S.C. Year 2004-05 from LIONS SCHOOL (G.S.H.E.B) Ankleshwar. (Commerce Stream.)
* S.S.C. Year 2002-03from GATTUSCHOOL (G.S.E.B) Ankleshwar.

**Achievements**

* Summer Internship Program was nominated for “**Best SIP in HR**” in IIMT College, Ahmadabad.

**Personal skills**

* Active, Result oriented, Team work, Multitasking,Time Management

**Executive Summary**

* I have knowledge of MIS report / Documentation, Recruitment and Selection,Training & need Identification,Attendance System, PMS, Labour Laws.

**Personal Details**

Name :Trushar S. Chavji

Father Name : Sudhirbhai R. Chavji

Date of birth :2nd May 1988

Gender : Male

Marital status : Married

Languages known : Gujarati, Hindi, English.

Nationality : Indian

Religion : Hindu

Cast : Hindu Brahmin

* Current CTC: 23000/- Per Month
* Expected CTC: Negotiable
* Notice Period: 15 days

Yours faithfully,

(Trushar S Chavji)