# Vipulkumar Bhavsar



# 109/846, G.H.B, Kalapinagar,

# B/h, Shayona Complex, Asarwa,

# Ahmedabad -380016.

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**Career Ojective**

To work for the growth of the organization, which values quality HR initiatives, and securing a suitable position towards successful career utilization, professional growth based on performance and hard work.

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| **Professional Summary** |
| * Total **7+ Years** of Experience in core HR. |
| * Currently associated with **Landmark Automobiles** **Pvt. Ltd., (Landmark Group - Automobile)** Ahmedabad. |
| * Energetic, Self-Confident and Ability to Work Independently as well as in Teams. |
| * Highly Adaptable in all Situations & Always Ready for Effective Work. |
| * Hard Working and Dedicated Towards Responsibilities. |
| * Goal Oriented & Willingness to Learn & Ground Break Thinking |

**Employment Profile**

**Organization : Landmark Automobiles Pvt. Ltd. (Landmark Group - Automobile)**

**Designation : Assistant Manager - HR**

**Location : Ahmedabad**

**Duration : July, 2014 – Present**

**Role & Responsibilities**

* Taking care of Joining formalities of the Employees, Co-Ordination with new joiners, issuing the Trainee/ Appointment Letters and explain the salary details.
* Co-Ordination with Bank account, allot punch card & preparing personal file of employee.
* Taking care of complete staff database, Pay-roll processing with regards to labor laws, Monitoring PF, ESIC, PT Calculations, remittance, Deductions Fillings, etc. Monitoring reliving procedures and settlement.
* Error free payroll as per timelines for sub companies of Landmark Group (i.e. LCVPL, LCPL, LCEPL, LLCPL, BMPL, WCPL)
* Attendance regularization of all employees and validate the Actual Head Count by verifying the new joiners/ resigned cases.
* Flexi reimbursement, payout validation and assisting respective stakeholders & new joiners for uploading the bills in system.
* Uploading of all Earnings & deductions of employees before salary processing in system.
* Ensure smooth transition during salary revision and promotions.
* Ensure Minimum Wages /PF/ ESIC/ PT Slab change in payroll whenever revised.
* Maintaining master database of the employees & other miscellaneous database.
* Ensure timely submission of the important & confidential data to respective stakeholder like GPA/ Other data etc.
* Employee queries addressed with satisfaction as per defined TATs.
* Employee headcount validation with respective location HR
* Coordination with stakeholder for Trainee to Employment Conversation and update in system and issuance of appointment letters.
* Coordination with location HR for documentation of new joiners & Documentation scanning.
* Close coordination with Finance department for payouts like loans/ PLBs/ Expenses/ Sodexo Vouchers etc.
* Maintain the tracker of issuance Trainee/ Appointment/ Confirmation/ Experience Letter.
* Take care of WHY – BUY request related to HR Process.
* Birthday card and chocolate handover to employee.
* Handover CUG Card, I Pad Sim Card, Data card, Laptop for new joiners (eligible employee)
* Ensure 100% adherence to Exit Management process.
* Exit interviews to be conducted at location in normal resignation/ termination/ retirement cases.
* Adherence to process in case of absconding and termination cases.
* Preparing F&F and maintaining the tracker of the same.
* Validate the earning and deduction with accounts department/ Location HR Spoc i.e. Hold salary, Incentive, Customer Outstanding, any other payments of deduction.
* Timely release F&F payments.
* Preparing reliving cum experience letters.
* Send recovery letter or absconding letters to ex employees.
* File all the documents in exited employee file i.e. exit interview form, clearance form.
* Increment & Bonus datasheets validation, calculations, data sanctity.
* Close Co-Ordination with IT teams for system modification/ implementations related to database/ Payroll/ Attendance module/ Flexi Payout etc.
* Support in New projects/ new task allotted work in HR Operations.
* Create awareness to employees/ vertical heads if, any new process or policy implementation like New attendance policy/ Group Mediclaim etc.
* Supporting to HR Engagement activity.
* Close co-ordination with auditor (Deloitte, KPMG) by providing all details of payroll payouts.

**Employment Profile**

**Organization : Fame Jewels Pvt. Ltd. (Forever Jewellery)**

**Designation : HR Executive**

**Location : Ahmedabad**

**Duration : March, 2012 – July, 2014**

**Role & Responsibilities**

* Coordination and management of entire payroll function.
* Issuing offer letters and initiating vigilance of offered candidates.
* Manage and supervise direct reports of payroll related.
* Assist with administering payrolls (month end consolidation and processing support as required).
* Checking and auditing of all payrolls, ensuring legislative & performance reward (incentive).
* Supporting internal reporting requirements eg. Annual leave & Intercompany reports etc.
* Ensuring HR data Management and maintaining MIS related to all HR activities.
* Preparation and reconciliation of payment summaries & reimbursement.
* Develop and update payroll reference manual for managers.
* Payment and reconciliation of bonus payments.
* Handling Full & Final's of all resigned employees are cleared post receipt.
* Calculation and payment of termination & layoff.
* Initiating employee engagement & motivational activities for the employees.
* Employee grievance handling & redress. Escalation of employee problems /concerns.

**Organization : PARCITI Collection center**

(**CITIBANK** authorized agency of credit card, Auto & Mortgage loan Payment collection)

**Designation : Computer operator**

**Location : Ahmedabad**

**Duration : April, 2010 – Feb, 2012**

**Role & Responsibilities**

* Handling total 30 to 35 Field Executive & 15 to 20 cash Pick-up Boy Reporting.
* Reporting to Agency & Regional Manager
* Joining Formalities for the new employees.
* Making & issuing Offer & Appointment Letters.
* Maintaining the employee’s personal file.
* Tracking and maintaining the record of all employees on payroll.
* Every month Maintain Attendance & salary
* Incentive Related working Of Field executive & Cash Pick Up boys
* Resolution of query regarding different issues such as cheque bounce, statement, remaining emi.
* Collect cash From Field Executive, Pick-up Boy daily basis.
* Collect cash, cheque/DD from walking customers.
* Cases allocate everyday cash Pick-up Boy.
* Every month cases allocation On System & Field Executive.
* Upload cases remarks & daily collection in system every day.

**Educational Qualification**

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| **Qualification** | **Name of University** | **Year** | **PercenTage** |
| B.Com | GUJARAT UNIVERSITY | 2008-10 | **45%** |
| H.S.C. | G.H.S.H.E.B | 2007 | **60%** |
| S.S.C. | G.S.H.E.B | 2004 | **48%** |

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| Date of Birth | **:** | 17th October 1989 |
| Gender | **:** | Male |
| Father Name | **:** | Narendrabhai Bhavsar |
| Marital Status | **:** | Married |
| Blood Group | **:** | A+ |
| Language Known | **:** | English, Hindi, Gujarati, Marathi |
|  |  |  |
| Hobby | **:** | Playing Cricket, Journey. Listen Music, Watching Movie |

**Personal Profile**

Place: **Ahmedabad**  **(Vipul Bhavsar)**