**Ilyas I. khalani**

**Mobile-9714862801 / 9408565631**

**E-mail: ilyaskhalani@gmail.com**

**CAREER OBJECTIVE**

Highly motivated, with extensive experience and knowledge in HR, Positive attitude with employees / workers problem solving skills. Proactive in resolving cases in a peaceful and effective manner.

**CORE COMPETENCIES**

More than 3 years  of experience in Payroll, Performance Management, Daily Attendance & leave Maintaining Time Management Induction, Punching Software. Over time calculation, Daily and Monthly MIS of Attendance, absentisum, overtime report, etc.

**ACADEMIC:**

* **Master of Business Administration**

**Idia Institute of Management 2015**

Idea Institute of Management & Technological.

Sikkim Manipal University, Ahmadabad

* **B.A**

**K.K.A.C.College Dhandhuka 2011**

Gujarat University, Ahmedabad

**TECHNICAL KNOWLEDGE:**

Well versed with Pay Roll & Time Management Software, MS Office, MS Outlook, Internet, MS-Excel

**PROFESSIONAL STRENGTHS:**

Sincere and dedicated towards responsibilities

Capable of being trusted for key initiatives

Can be trusted for confidentiality

Can convince/negotiate employees in a best manner

Dedication, Punctuality, Patience

Hard Working Nature & problem solver

**EMPLOYMENT HISTORY:**

* **Texspin Bearings Ltd., Ranpur. 1th Jan’15- Till Date**

**HR Executive**

Established in 1961, TEXSPIN® is one of the major contributors to the automotive industry which has carved out a niche for itself as a provider of unmatched innovative solutions and products to the automotive industry.

With over 50 years experience and with the implementation of Quality Systems like QS 9000 / TS16949 and over 1000 experienced employees engaged in manufacturing and sales.

**Summary of Role:** HR Time keeper position, I do perform a key role in all HR activities beginning from Salary & Statutory Compliance & Coordination  Induction, Coordination in Administration Activities, Daily and Month MIS Report, Over time Reports , Communicated with Top Managements.

Maintaining data of leave & attendance, Outdoor Duty & Miss Punch of the employees in Software.

Maintaining the  New Joinee Mail Entry in Puching Software

Maintaining the daily Canteen Coupons Distribution

Maintaining the Staff Quarters Data

Maintaining the Attendance Calulation Monthly Staff & Workers

* **Madni idia shop . Ranpur, March’15 to Dec.’15**

**MIS Executive-**

**Summary of Role:**

I have been worked as a MIS Executive with Idea Shop Ranpur, Where i have to take care of Daily mobile balance as well as new Sim-card card sales report.

I was also involved in sales team where I was involved as a Sim-card sales part.

MIS Executive position, I do perform a key role in all Management Information System beginning from Customer Document Analysis, Performance Management System, Master Data, Sim Card Data management, Customer Data Management.

**PERSONAL INFORMATION:**

**D.O.B.:** 01-12-1987

**Gender:** Male

**Religion:** Muslim

**Marital Status:** Married

**Language:**   Gujarati, Hindi,English

**Address:** Maheta ni khadu,

New Madresa Ranpur, Ahmedabad,

Gujarat. 382245

**DECLARATION:**

I hereby declare that the above mentioned information is true to best of my knowledge & necessary references will be provided when required.

**Ilyas I. khalani**