



Mayurkumar Mansukhbhai Nakrani

Present Add. : Kargil Chowk, Punagam, Surat.

Permanent Add. : Nr. Limda Chowk, Main Street, At Post: Mota Zinzuda, Tal-Savarkundla, Dist-Amreli, State-Gujarat, Country-India.

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Objective :-

To succeed in environment of growth and excellence and earn a job which provide me job satisfaction and self development and help me achieve personal as well as organization goals.

Education :-

- 1) M.A.(Psychology) with 61.9% in 2016 (Saurashtra University, Rajkot)
- 2) B.A.(Psychology) with 75.15% in 2014 (Saurashtra University, Rajkot)
- 3) H.S.C. with 60.8% in 2011 (GHSEB Gandhinagar)
- 4) S.S.C. with 49.2% in 2009 (GSEB Gandhinagar)

Experience :-

1) Computer Operator cum Clerk (01-06-2016 to 31-03-2019 = 2 Year and 9 Months)

Shree Sahajanand Primary Vidyalaya, Jesar Road, Savarkundla, Dist. Amreli, Gujarat, India.

- Clerical Work
- Teaching Computer subject std. 6 to 10
- Statutory Work
- Admin Work
- Banking work
- PF challan payment process
- ESIC Challan payment process
- Collect PF and ESIC challan, ECR and Payment Receipt from C.A.

2) Back Office Executive (01-04-2019 to 11-06-2020 = 1 Years, 2 Months and 11 Days)

Fedora Solutions, Over Sola Bridge, Magnet Corporate Park, Off.no. 21, Thaltej, Ahmedabad.

3) HR Compliance Executive (26-09-2020 to 07-11-2021 = 1 Year, 1 Month and 12 Days)

"Redex Enterprise Pvt. Ltd., Sivanta One, B-813/814, 8th Floor, Ashram Paldi Road, Ahmedabad

- PF Query Resolve
- ESIC Query Resolve
- ESIC Benefits Process
- Generating PF Challan
- Attendance
- Statutory Work

4) HR Executive (17-05-2022 to Continue) “Sosyo Hajoori Beverages Pvt Ltd”, Bhatpore, Surat

- Onboarding of new joining
- Prepare month, Quarterly and yearly return data
- PF Query Resolve
- ESIC Query Resolve
- Recruitment sometimes
- ESIC Benefits Process
- Attendance
- Statutory Work
- Salary Process
- Manpower Handling, Utilizing and Control
- Work on Labor Law
- Vendor Management
- Deal with labor contractor
- Working on decrease costing
- All HR compliances

Skill :-

- 1) M. S. Office
- 2) Internet
- 3) Payment Posting
- 4) EV BV
- 5) Communication
- 6) Customer Care
- 7) Tally Prime with GST and TDS

Strength :-

- 1)Time Management
- 2)Problem Solving
- 3) Convincing Power

Weakness :-

- 1)Not fluent English
- 2)Less Communication

Languages :-

- 1)Gujarati
- 2)Hindi
- 3)English

Date :-_____

Place :-_____

Yours faithfully
Mayurkumar M Nakrani