**Curriculum Vitae**

**JAY JOSHI**

**G/102, Umiya tirthvilly, Nr Gayatri tample ,**

**Kalol-382721**

**Mob No:- +91-9974646169**

**CAREER OBJECTIVE:-**

To serve in an organization where I can give my best efforts and contribute to

The growth of the organization along with personal growth.

**EDUCATIONAL QUALIFICATIONS:-**

* M.Com from North Gujarat University with 56.58% in 2010.
* B.Com from North Gujarat University with 57.11% in 2008.
* H.S.C from GSEB Board with 71.17% in 2005.
* S.S.C from GSEB Board with 60.57% in 2003.

**COMPUTER SKILLS**

* MS Office
* CCC From BAO Uni. With 62% in 2009.

**INDUSTRIAL EXPERIENCE:-**

**Since July'10 TO Jan 11 classic marble company pvt.ltd as HR EXECUTIVE**

***Responsibilities Handling:***

* Operate & Maintain Pay Roll
* Handle Man Power
* Maintain Daily & Monthly Attendances, Leave, Absent
* To be Maintain Daily & Monthly Manpower Costing
* Handle Labor issues
* General Duties, i.e. Security, Office Admin, HR etc

Working with **Plastene India Limited** as a **HR – EXECUTIVE** at **Rajpur** since **February 2011** **to till date**

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| **EXECUTIVE - COMMERCIAL** | **HR - EXECUTIVE** |
| ***Responsibilities Handled:***   * Prepare and maintain Costing report by Daily/monthly. * Preparation of various types of letters relating Call, Offer, Appointment, Confirmation, Relieving, Increment, Transfer, and other Internal Correspondence, * Checked salary sheets and other records by every month. * Evaluate all payrolls and reconcile all payroll issues. * General Administration Work. * Handle Administration and Event Management. | ***Responsibilities Handled:***   * Receive Attendance Record from Time Office & update in ERP on daily basis. * Receive category wise New Employees List with Employee/Card No. & Complete the Joining Formalities & Update in ERP. * Receive Department wise Manpower Summary from Time Office & Prepare a Excel Report & Sent to Next level with Staff late coming report on daily basis. * Meet to Employees on Shop Floor & Shoot out troubles if any. * Prepared monthly reports on attendance, leaves, absenteeism * Take screening interview of candidates and sort out for final interview. * Take appointments and arrange meetings. * Look after Housekeeping, Canteen, Colony and Factory Administration functions. * Update records of Leave, Food Coupons, Bed/Pillow and Colony Rooms. * Check & Verify Contractors bill & forward to the Next level. * Do the Salary, Advance Salary Administration. * Maintain/Update Employee’s Statutory, Contractors, Security, F.M.O (with Medicine Stock) records. * Do the Exit Process for Reliving Employees. * Evaluate all payrolls and reconcile all payroll issues. * Receive inputs from Upper level and give output. |

**PERSONAL DETAILS:-**

* Date of birth : - 02nd JUNE, 1988.
* Father’s Name : - Mr. Sureshbhai B. Joshi.
* Language known : - English, Hindi, Gujarati.
* Strength : - Ready to learn new things.

**SKILLS:-**

* Good command over different languages English, Hindi, and Gujrati.
* Good Communication skill and like to work in a team. Interested to learn new things and can adapt quickly to conditions & environment.
* Well versed with ERP Module, MS Office and Internet Applications.

**REFERENCES:**

* Will be provided when required

Place: - Kalol. JAY S. JOSHI