

## CURRICULUM VITAE



### **BHARAT P. VADHAVI**

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Geeta Nagar -1, Saibaba Mandir Road,  
Veraval, Gir-Somnath, Gujarat -362265.

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### **CAREER OBJECTIVE:**

Quest for knowledge, learning, diverse and challenging work profile are the key things that guide my career objective, I look forward to work in an exhilarating environment where intellect, innovation, achievement and integrity are recognized and rewarded.

### **PROFESIONAL EXPERIENCE:**

#### **1) Currently working as a Human Resource and Admin Manager in TATA Automobiles and Service Centre, Veraval from April-2022.**

- Recruitment and selection of staff and maintaining staff attendance report.
- Maintain Payroll management, Provident Fund, Compensation, Facilities.
- Purchase and ordering Vehicle Genuine Parts.
- Handling Sales and Marketing Department.

#### **2) Worked as Assistant Manager-Human Resource in Club Mahindra Gir Resort from May-2016 to November-2021.**

- Recruitment and Selection of Hotel Staff and maintaining staff attendance report in SAP software.
- Maintain Payroll management, Provident Fund, Compensation, Facilities and Handling Admin Department.
- All contract Labour payroll and management handling.
- Maintain all legal compliances-Resort license, Labour license, Bonus related form submission, Gratuity payments act, Professional Tax submission and handling Minimum Wages for resort on roll staff.
- Handling Contract Labour legal license-Maintain Contract Labour license and renewal on time, maintain half year form submission, Provident Fund and Professional Tax.
- Salary Negotiation with shortlisted candidates and making them aware of Compensation structure.
- Handling bank work with the partner bank for salary Account opening.

- Managing the database for annual salary revise and the yearly performance appraisal analysis.
- Attending employee grievances.
- Managing employee activities and End of the month data review in employees meeting.

**3) Worked as Executive-Human Resource in Marasa Sarovar Portico, Rajkot Gujarat from June-2015 to May-2016.**

- Recruitment and Selection of Hotel Staff and maintaining staff attendance report.
- Maintain Payroll management and Handling Admin Department.
- All contract Labour payroll and management handling.
- Maintain all legal compliances-Resort license, Labour license, Bonus related form submission, Gratuity payments act, Professional Tax submission and handling Minimum Wages for resort on roll staff.
- Handling Contract Labour legal license-Maintain Contract Labour license and renewal on time, maintain half year form submission, Provident Fund and Professional Tax.
- Salary Negotiation with shortlisted candidates and making them aware of Compensation structure.
- Handling bank work with the partner bank for salary Account opening
- Managing the database for annual salary revise and the yearly performance appraisal analysis.
- Attending employee grievances.
- Managing employee activities and End of the month data review in employees meeting.

**4) Worked as Executive-Retail Franchise and Human Resource from Dec-2010 to May-2015 in New Look Multi trade Pvt. Ltd., Surat.**

- Getting lead and direct interact with Franchise owner, site visit in different team.
- Convince to property owner for retail franchise, bargain, profit and sharing, Fees collection process and arranged meeting with Managing Director or Chief Executive Officer of Company.
- Documentation about franchise and planning on projects.
- Recruitment and Selection, Job Analyzing, Training and Development.
- Maintain staff Grooming, Promotion on performance base, Apprising.
- Handling all Recruitment process of Punjab, Haryana, Rajasthan and Himachal Pradesh.

**PROFESSIONAL QUALIFICATION:**

P.G. Diploma in Business Management (2008 to 2009), Department of Business Studies, Sardar Patel University, VallabhVidya Nagar.

**EDUCATIONAL QUALIFICATION:**

UNIVERSITY	EXAM	PERCENTAGE	PERIOD
Sardar Patel University	PGDBM	63%	2008 to 2009
Sardar Patel University	M.Com (HRM)	64%	2006 to 2008
Sardar Patel University	B. Com (Adv/Acc with BRF)	54%	2003 to 2006

**COMPUTER SKILLS:**

Ms. Office: Microsoft Excel, Microsoft Word, Microsoft power point, Tally, Internet and E-Mail.

**PROJECT WORK/VOCATIONAL TRAINING:**

- Topic** : "HR Policy and Practices"  
**Objective** : To study HR Practices of Aditya Birla Group and its effect on organization.  
**Organization** : Ind. Rayon (A Unit Of Aditya Birla Nuvo Limited), Veraval. A Aditya Birla Group Company.  
**Project Duration** : Full Time two months duration.

**SEMINAR EXPERIENCE:**

- 1) Attended two days national seminar on "International Financial Reporting Standard (IFRS)" One Single Accounting for The World Economy organized by Post Graduate Department of Business Studies, Sardar Patel University, Vallabh Vidya Nagar. Dated on 10th-11th February 2009.
- 2) Attended two days national seminar on "CORPORATE DISCLOUSER IN INDIA" organized by Post Graduate Department Of Business Studies Sardar Patel University Vallabh Vidya Nagar. Dated on 28th-29th January 2008.

**ATTRIBUTES:**

Good Communication Skills, Good Oriented, Learning Attitude, Teamwork, Ambitious.

**BELIFES:**

Strongly believes in hard working and gaining knowledge power.

**PERSONAL PROFILE:**

**Father Name** :Premjibhai N. Vadhavi  
**Date of birth** : April 27<sup>th</sup>, 1986  
**Sex** : Male  
**Marital status** : Married  
**Language known** : English, Hindi, Gujarati, Marathi, Punjabi.  
**Nationality** : Indian/Hindu

**REFERENCE:**

**Mr. Summet Ghai**  
**Corporate General Manager**  
Human Resource  
Club Mahindra  
Mumbai, Maharashtra.

Hereby I declare that the above information is true and best of my knowledge

**(Bharat P. Vadhavi)**