

# **CURRICULUM VITAE**

## **DIVYESH PATEL**

“PARISHRAM” 80, GAYATRI KRUPA SOCIETY KOLI VAD,

VARIYAV, AMROLI-JAHANGIRPURA ROAD Pin-394520

SURAT, GUJARAT

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### **EXECUTIVE SUMMARY**

- *A result oriented HR professional with well trained experience in the field of Software based Attendance ,Joining formalities, Salary & Payroll Administration , Compensation & Benefits and Employees’ relations Seeking a challenging position in Human Resource to gain further skills and to attain the goals of organization aiming at mutual growth. Excellent analytical, communication and organizational skills. Ability to work independently/initiatively as well as in a team with responsibility.*

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### **CARRIER ACCOMPLISHMENTS**

***Having Two years experience, of which total experience in Human Resource Management & Industrial Relationships.***

#### **HR EXECUTIVE – ESSAR Steel India Limited, Hazira, Surat (V INTELLECT SOLUTION)**

*Indias’s one of the leading Steel Manufacturing company with total strength of 6000+ Contractual employees, at Hazira Location having many Plants such as (Steel Making Plan)SMP, Coil Making, Plate Mill , Pipe Mill, Logistic , Rockwell, Jetty,10 MTP Power Plan which is the component of ESSAR.*

**Designation : HR – Executive** Duration : Jan 2014 - Present

#### ***Attendance, Payroll & Salary Administration:***

- Maintain the employees attendance in Management Information System(MIS) and generate the attendance reports by online system for the salary process to contract cell department.
- To coordinate with the finance & MIS department for monthly payroll system, make necessary entries for new joiners, separation cases, unpaid leave, comp off leave, salary advances, etc. Follow-up with vendors for timely credit of salary & Issuing salary slips.
- Preparation & verification of statutory Records & Returns, Managing all contractor’s Personnel File and keeps updating their records.

### ***Induction & Joining Activities:***

- Complete the joining formalities i.e. collect the required documents, gate pass process arrangement of medical report, co-ordination with SHE department for providing safety training for new joiners, arrangement of providing PPEs (Personal Productive Equipments) items by contractor for new joiners.

### ***HR Administration & Welfare:***

- Offer release, bank account opening, ID card coordination, aadhaar card, ESIC card, associate's family health checkup camp, co-ordinate with government schemes, sending details to the support staff.
- Verification of documents and employment screening/background verification of new joined Associates i.e. verification report includes: Tenure with the contract, police verification to co-ordinate with authority.
- Dues with the company, reason for leaving, eligible for rehire, Attendance, overall satisfaction of Associates, behavior with colleagues, etc
- Conducting associates satisfaction survey, designing reward and recognition scheme. clarify the associates grievance and various issues/queries on leave policy, salary payment.
- Maintain & Update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports like employee database, employee CV's, preparing all HR letters and certificates etc.

### ***Issue Regarding Industrial Relation***

- Handling issued regarding IR and resolved if from roots level.
- Co-operation with senior members for any HR & IR related issues.

### ***Compensation & Benefits:***

- Keep a track of records on direct compensation refers to monetary benefits offered and provided to employees in return of the services, monetary benefits include basic salary, outside allowances, conveyance & other allowances
- Indirect compensation refers to non-monetary benefits offered and provided to Associates in lieu of the services provided by them to the organization; it includes paid leave Policy, Incentives, transportation allowance & food Allowance ,etc.

### ***Full & Final Settlement and Exit Process:***

- Conducting exit interview process for resigned, quit / terminated associates. co-ordinate & manage the Full & Final Settlement with the help of finance division and sending circular to other departments at the time of relieving of an associates.
- Analyzed the issue by giving warning through verbally or written by issuing warning letter till termination of associates due to continuous absenteeism, no prior intimation before taking leaves, unable to reach assigned targets, lack of ownership & responsibility etc.

## IT PROFICIENCY

- Operating System : Dos, Windows – 95, Windows – 2000, Windows – XP,Vista
- Application Software: MS Office, Microsoft Word, Excel, Power Point, Photoshop0.7, Internet, E-mail etc.
- Have also good knowledge of Computer Installation and Internet & E-Mail.

## PERSONAL PROFILE

Date of Birth : 04/01/1990, Age: 26

Father's Name : Parshottambhai. U. Patel

Permanent Address : "PARISHRAM"80, Gayatri Krupa Society, Koli Vad Variyav, Amroli-Jahangirpura Road,Sub-district-Choryasi- 394520, District Surat,Gujarat

Academic Qualification (a) : MSW Master of Social Work from Veer Narmad South Gujarat University, Surat, Gujarat.

(b) : Bachelor of Arts in Economics (B.A.,) from M.T.B Arts College Athwalines, Surat, Gujarat.

Languages Known : Gujarati, Hindi, English

I hereby confirm that the above-mentioned data are true to the best of my knowledge and belief.

Faithfully yours,

Place:

Date:

DIVYESH PATEL