

DINESHKUMAR MAKWANA

☐ (M) 097145 79099

✉ Makwanadinesh230@gmail.com

**OBJECTIVE**

- To work in an organization that stimulates learning through growth.
- To work in an environment of high involvement and creativity.

SYNOPSIS

- Enterprising Professional with rich experience in HR related activities.
- Experienced in Customer Handling PF Activity, ESIC Activity, Contract Labour, Joining Formality, and MIS Report for HR, Payroll and other functions of HR Department.

WORK EXPERIENCE**❖ EMPLOYEMENT PROFILE:**

SR. NO.	ORGANISATION NAME	DESIGNATION	DURATION
1	Gopal Snacks Pvt. Ltd.	Sr. Executive	March 2021 to Till Date
2	Arvind Ltd.	ER Officer	October 2018 to July 2020.
3	Welspun India Ltd.	Time Keeping	March 2015 to September-2018.

CURRENT COMPANY PROFILE

The foundation stone of Gopal Namkeen was laid in the year 1994 by Bipinbhai Vitthalbhai Hadvani. The endeavour that began with the supply of Namkeen and Snacks to local market of Rajkot grew slowly to reputable proportions. The bigger dream was realized when the company got its own product line at Raj Nagar Society, Rajkot.

Since Dec. 2009, with one of the biggest automatic plant of Gujarat situated at Metoda GIDC, Rajkot with production capacity spreaded over 75,000 Sq. ft. which is expanded up to 2,00,000 Sq. ft. standing over 20,000 Sq. mt. of land, the enterprise has evolved to become a taste tycoon of the state which is famous for its delightful delicacies. The next step on the ladder for Gopal Snacks Pvt. Ltd. is to make its presence felt on the National platform.

OVERALL WORK EXPERIENCE:

HR functions:

- ❖ Daily Attendance/Manpower Report.
- ❖ Other MIS report as per management requirement.
- ❖ Contract renewal & Probation related letters & obtain remarks from HOD, & other personnel related letters.
- ❖ Contractor Registration in system
- ❖ Create New and modify manpower request in system.
- ❖ Monthly Billing process for all contractor
- ❖ Follow-up with finance team contractor payment,
- ❖ Maintain Record Employee File, Leave data, Transfer and etc
- ❖ Prepare Salary
- ❖ Cross-Check details of salary and attendance
- ❖ Job Allocation and functional processes of workman on daily basis.
- ❖ Salary process in Oracle based system.
- ❖ Other Salary related daily & monthly activity handling.
- ❖ Verify Salary
- ❖ Maintain Monthly Slip
- ❖ Prepare monthly various Statements for Statutory Compliance challan>Returns like PF, ESIC, PT, LWF, ER-1, Consulate Returns, etc.
- ❖ Registration for all new Joinee in portal (PF & ESIC)
- ❖ Monthly fill up online challan>Returns (PF & ESIC)
- ❖ Other PF & ESIC related daily activity handling
- ❖ Death case form fill and submit form PF office & solve any query
- ❖ Monthly Internal Audit for Payroll, Labour, Service contractor, Legal & Statutory Compliance

Statutory Compliance (Licence/ Registration & returns) Monthly, Quarterly & Yearly

- ❖ Obtaining New Registration.
- ❖ Check & Validity of Registration
- ❖ Statutory Filing Returns
- ❖ Statutory Payments
- ❖ Licence Renew/Amed Company Registration Licence etc.
- ❖ PF Act, 1952 (Monthly)
- ❖ ESIC Act, 1948 (Monthly)
- ❖ Labour Welfare Fund, 1953 (Half Yearly)
- ❖ Employment Exchange-ER-1, 1959(Quarterly)
- ❖ Factories Act, 1948 (Yearly)
- ❖ The Contract Labour (R&A), 1970 (Yearly)
- ❖ Gujarat Minimum Wages, 1961 (Yearly)
- ❖ Annual Returns (Consulate)

EDUCATIONAL QUALIFICATION

- B.A from “**Saurashtra University, Rajkot**” with 64% passed out in July 2016.
- H. S. C. passed from G. S. E. B, Gandhinagar with 58.28% passed out in March 2011.
- S. S. C. passed from G. S. E. B, Gandhinagar with 52.62% passed out in March 2009.

SOFT SKILLS

- Communication skills.
- Interpersonal skills.
- Organizational skills.
- Problem solving skills.

TECHNICAL SKILLS

Office Tools:

- ◆ Operating Systems - Windows 98/2000/ XP/2003/Vista.
- ◆ Good knowledge in MS OFFICE (MS Word, Excel and PowerPoint)
- ◆ Advance Excel

COMPUTER PROFICIENCY

- ◆ C++, vb.net, HTML
- ◆ MS Word – Mail Merge, Table, Latter, Hyperlink etc.
- ◆ MS Excel – Vlookup, Hlookup, Pivot Table, Mail Merge, Macros, Conditional Formatting, Validation & Formatting, Charts & Graphs, Hyperlink, Short & Filler, Text to Colum & Others Formulas.
- ◆ MS PowerPoint - Charts & Graphs, & Others Presentation as per management requirements

EXTRA - CURRICULAR ACHIEVEMENTS

- Winner of the “Best Employee of the year” at “Welspun India Ltd”

STRENGTH

- Punctuality.
- Problem Resolution.
- Accepting new challenges.

PERSONAL INFORMATION

Name	Dinesh R. Makwana
Gender:	Male
Nationality:	Indian
Mob No:	9714579099
E-mail Address:	Makwanadinesh230@gmail.com
Date of Birth:	20 th December 1993
Language Proficiency:	English, Hindi, Gujarati (Read, Write, Speak)
Hobbies:	Meditation, Travelling
Address:	At: Sidokar, Ta:Veraval, Gir-Somnath,Gujarat-362255

DECLARATION

I hereby declare that information given above is true to the best of my knowledge and belief.
I hold responsibility for its authenticity.

Date:

Place:

DINESH R. MAKWANA