

**RONIT VINODKUMAR MALI**

**Mobile: +918866277538**

**E-mail: ronitmali@yahoo.com**



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### **Career Objective:**

To attain a Position in the field Human Resources Development to contribute my knowledge, skills and experience for the advancement of the company while studying and making myself grow with the company.

### **Professional Experience/ Summer Training:**

**Summer Training with ONGC Ltd, Hazira Plant, Surat as HR Trainee from May-2016 to July-2016.**

- Worked Project on 'PAR System' (Performance Appraisals Reporting System)
- Worked with HR/IR Manager on Performance Appraisals System in ONGC Ltd
- Worked independently on the topic of Industrial Relations, Trade Union Act.
- Got great experience by visiting various Plants of ONGC Ltd.
- Got knowledge of awareness of health & safety of various Plants.

**Summer Training with RAJHANS (Desai & Jain Group) Surat as HR Trainee from April-2016 to May-2016**

- Worked on Recruitment Process of the organization.
- Worked on Performance Appraisals Rating System on Quarterly basis in the organization.
- Responsible for preparing and present in creative work to clients for modification and approval.
- Achieved Excellent experience with mentors of discipline, personality, Leadership, representation and communication skills.

## **Experiences:**

### **Working with Kaishahaan Enterprise Pvt Limited (Cream 'N' Crust), Surat as HR Manager from October-2019 to Present**

- End to end Recruitment & Selection Process.
- Training & Development.
- Administration
- Legal Compliances.
- Handling Payroll.
- Grievances Handling.
- Job design, SOP preparing.
- Decision Making.
- Outlet Crew Visits & Monitoring.
- Performance Appraisals.
- Policy Making
- HR Metrics
- Talent Acquisition.
- Responsible for each movement of the organization.
- Established the HR system, practice, rules, regulations, compliances in the organization.

### **Worked with Euro India Fresh Foods Limited, Surat as Junior HR Manager from September-2017 to September-2019**

- Handled Recruitment & Selection Process
- Handled Administration Works
- Handled Legal Compliances
- Handled Salary processing.
- Handled Daily attendance, Leave records & OT
- Attending Daily Plant Visit & Follow-up with Plant Supervisors & Operators.
- Handled Employee Care Section.
- Monitoring Health & Safety Department.

Worked with **Kirit. N. Mali [ADOVOCATE & TAX CONSULTANT]** as **Assistant Manager** from **February-2011 to May-2017. (Worked with Studies)**

- Handled the charge of VAT (Value Added Tax) Department.
- Handled the charge of Accounts Department.
- Worked independently and got sound knowledge of Accounts, VAT, Income Tax, TDS, Goods & Service Tax.
- Handled various clients for their queries regarding TAX on Business.

### **Professional Strengths:**

- Possess good verbal and written communication skills
- Sound Proficient in basic operating systems like Microsoft Word, Excel, Power Point, and Internet.
- Possess good organizational skills and ability to co-ordinate multiple tasks at once.
- Possess good management and interpersonal skills.
- **Possess to solve organizational difficulties in time.**

### **External Achievements**

- Won 2<sup>nd</sup> Prize in Traditional Raas Garba Competition in 2007
- Won 3<sup>rd</sup> Prize in Acting Competition in 2008 in Inter School Competition.
- Won 1<sup>st</sup> Prize in Diwan Bahadur Gandhi Cup Tournament in 2006 and 2009.
- Attended International Seminar on 'Contemporary Issues in Development' from International Institute of Development Studies (IIDS) Australia. In Dep. Of HRD, Surat December-2016
- Appeared **UGC NET (National Eligibility Test)** in Human Resources Management & Labour Relations (Legislations) for 3 times.

### **Education:**

- Pursued 10<sup>th</sup> Secondary from GSHEB, Gujarat in 2008 with 51.27%
- Pursued 12<sup>th</sup> Higher Secondary from GSHEB in 2010 with 58.57%
- Pursued Bachelors of Commerce (B.Com) from Navyug Collage of Commerce, Surat. In April-2015 with 47.25%
- Pursued Master Of Human Resources Management And Labour Relations MHRM & LR from Department of Human Resources Development, Veer Narmad South Gujarat University, Surat in May-2017 with 60.40%

### **PersonalDetails:**

**Date of Birth:** 6<sup>th</sup> August, 1992

**Marital Status:** Single

**Languages Known:** English, Gujarati, Hindi

### **Hobbies:**

- Love to do Acting, Modeling, Singing
- Interested to Play Games like Cricket,  
Foot ball, Reading books
- Love to play Video Games.

### **Communication:**

**Address:** 8/392-93, Navsari Bazar Main Road, Surat 395 002