# PARESH

# [PARESH.356576@2freemail.com](mailto:PARESH.356576@2freemail.com)

**PURPOSE STATEMENT**

To obtain a challenging position with combination of my skill and experience where I can fully utilize while contributing to the benefit of my organization and other.

**SKILLS SET**

Key Skill

* 7+ years of Experience in HR/Admin
* Excellent Communication
* Good in devising strategic employee development plans
* Skillful in problem solving involving human resources
* Skillful in analyzing employee concerns and disputes
* Good in dealing with different types of people
* Good in running and marathons
* Computer Skill -Windows 98/Xp, MS-Office, Internet , DOEACC ‘CCC’ Level

**ORGANISATIONAL DETAILS**

***Feb 2016 to till date RADHE DEVELOPERS INDIA LTD. Manager HR***

***Accountabilities:***

* Responsible HR & Personnel activities.
* Handling Payroll System.
* Handling Recruitment.
* Giving Appointmentletter to new joinee.
* Preparing Increment Letters.
* Handling Performance Management System.
* Making General HR policies & Implementation.
* Do salary process of all sites.
* Handling Training & Development part.
* Handling Employee Engagement activities.
* Doing payment of Gratuity of Left Employee.
* Preparing F&F of Resigned Employees.
* Handling contract Labour Payment
* Handling the issue of employees of HO and sites.
* Also helping our MD in His work if required.
* Doing reimbursement of Petrol & Mobil, Medical Through system.

***Aug 2014 to Feb 2016 DISHMAN PHARACEUTICALS &CHEM.LTD Manager HR***

***Accountabilities:***

* Responsible HR & Personnel activities In (H.R.) Department.
* Handling Payroll System in SAP and ERP.
* Handling Performance Management System.
* Making General HR policies & Implementation.
* Maintain registers according to Factories Act.(Industrial Relation)
* Handling Employee Engagement activities
* Handling Interview of Candidates. (Negotiation)
* Giving Appointmentletter to new joinee.
* Preparing Increment Letters.
* Do salary process of all branches.
* Doing payment of Gratuity of Left Employee.
* Preparing F&F of Resigned Employees.
* Handling the issue of employees of HO and Branches.
* Also helping our General Manager in His work if required.
* Doing reimbursement of Petrol & Mobile, LTA,Medical Through system. (SAP)

***Feb 2013 to Aug 2014 Amrut School Sr. Officer HR & Personnel***

***Accountabilities:***

* Preparing Salary.
* Taking Care Of Office Administration.
* Coordinate with Candidates. (Interview)
* Giving offer letter to new joinee.
* Giving Confirmation letter to present employee.
* Opening the salary accounts of Employees.
* Handling the issue of employees.
* Also helping our Principal in His work if required.

***Oct 2009 to Jan-2013 The Sandesh Ltd. Officer HR & Personnel***

***Accountabilities:***

* Handling Payroll System in SAP
* Handling Interview of Candidates. (Sometimes)
* Giving offer letter to new joinee.
* Maintain registers according to Factories Act.(Industrial Relation)
* Giving Confirmation letter to present employee.
* Do salary process of all branches.
* Opening the salary accounts of Employees.
* Make all challans like Pf, Esic, PT and online registration of esic online of new employees.
* Doing online payment of PF also , Doing payment of Gratuity of Left Employee.
* Handling the issue of employees of HO and Branches.
* Also helping our Manager in His work if required.
* Doing reimbursement of Petrol & Mobile Through system. (SAP)

**ACADEMIC CREDENTIALS**

2006-08 National Institute of Management

MBA In Human Resource & Operation Management With ‘A’ Grad. Ahmedabad.

2003-04 Bachelors of Commerce Gujarat University Ahmedabad

2000-01 H.S.C. G.H.S.E.B Ahmedabad

1999-00 S.S.C. G.S.E.B Ahmedabad

**PERSONAL DETAILS**

Date Of Birth : 15th July 1983

Name : Paresh

Marital Status : Married

Lang. Known : Can Speak, Read and Write - Gujarati, Hindi and English

Interests : Learning About New Technologies and Being a Part of Research and Development of New Projects.

Soft Skills : Confident, Enthusiastic, Leadership, Hard Working, Dedicated To Work, Fast Learner.

Strengths : Handle Agitating Situation,Passionate To Acquire Knowledge