**Sharadkumar**

[**Sharadkumar.359664@2freemail.com**](mailto:Sharadkumar.359664@2freemail.com)

**Objective: Seeking a challenging position & job assignments in HR with an Organization of high repute.**



**JOB PROFILE**

* Currently associated with **M/s. Topline Switchgear Pvt. Ltd. As a Sr. Hr Executive.**
* **Over 4 years** of rich experience in HR.**Previously associated with Amar Cars Pvt. Ltd. As Hr Executive Up to till 15thMarch’16.**

**Objective**

To work in a creative and challenging environment where I can constantly learn and successfully deliver solutions to problems.

Seeking a position to utilize my skills and abilities in the industry that offers professional and company growth while being resourceful, innovative and flexible.

**Internship Schedules**

Lear Automotive India Pvt. Ltd. -2 months

Elecon Engineering Co. Pvt. Ltd. -6 months

**Career History**

At Lear Automotive India Pvt. Ltd.(Halol)**Management Trainee** 28/08/2013 to 30/05/2015

At Amar Cars Pvt. Ltd.(Anand)**HR Executive** 01/06/2015 to 19/03/2016

Topline Switchgear Pvt. Ltd.(Ahmedabad)- **Senior HR Executive** 01/04/2016 to till.

**Career Summary**

- An expert HR trainee with proven expertise in implementing the policy and procedure

- Expert in taking the order from the seniors and giving the valuable suggestions.

**Areas of Expertise**

* Payroll processing-Salary processing
* Handle EPF & ESIC
* Time Keeping
* Handle Apprentice formalities

**Core HR**

**Recruitment**

* Recruitment for industry including designing JD/JS, conducting JA, HR round, talent acquisition, head hunting.
* Make the joining & exit formalities of recruiters.

**Training & Development:**

* Training need analysis.
* Training Calendar
* Organizing Training
* Training Feedback Procedure
* Training Evaluation
* Formats & Questionnaires
* Feedback forms

**Administration**:

* Convey the Policies and rules to the employees.
* Maintain the records of employees.
* Compilation & processing of attendance data in attendance system
* Processing monthly attendance muster for workers, trainees & officers.
* Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.

**Employee Engagement**

* Finding categories of employees.
* Celebrations - Diwali, Ganpati Festival, and other company events .
* Effectively managing welfare measures, management picnics

**Personality traits**

* Efficient in communicating well in written and verbal both.
* Able to motivate the people.

**Software Proficiency & Technical Skills:**

- Operating System – MS DOS, Windows 7, 8, 10, 200, XP

- MS Office Word, Excel, Power Point and Outlook

- E-Mailing tools-MS Outlook, Windows Outlook, Yahoo and Google

**Presentations:**

- Presentation given on Hero Moto cop in CS

- Presentation given on Real Estate

**Area of Interest:**

- Human Resource Management

- Networking

**Personal Skills:**

- Comprehensive problem solving abilities

- Excellent verbal and written communication skills

- Ability to deal with people diplomatically

- Willingness to learn

- Team Facilitator

**Key Skills**

* Organization
* Multitasking
* Discrete and Ethical
* Conflict management and Problem solving

**Hobbies:**

* Blogging and writing reviews in internet
* Watch Science fiction movies

**Academia**

* **Diploma in Labour Law –** P.M.Patel Collage of Law & human Rights (S.P.U) in 2016, Secured 2nd Class.
* **M.E.B –** SEMCOM (S.P.U) in 2015, Secured 64.00% marks.
* **BCA –** N.V.Patel Collage of Pure & Applied Science (S.P.U) in 2013, Secured 49.00% marks.
* **XII (Science) -** Gujarat Secondary Education Board in 2007, Secured 73.80% marks.
* **Class – Xth -** Gujarat Secondary Education Board in 2005, Secured 71.57% marks.

|  |  |  |
| --- | --- | --- |
| I hereby declare that the above given statements are true, correct and complete to the best of my knowledge and belief. | | |
|  | |  |
|  |  |  |