

Ronak Kinariwala

MSW-HR, IRPM (HR)

MCOM(Accountancy), BCOM(Accountancy)

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CAREER OBJECTIVE

To be part of an organization that uses the best of my capabilities for the growth of the organization and helps me in improving my skills as a professional and as an individual.

PROFESSIONAL PROFILE

- Currently working at **SML Limited (Formerly Sulphur Mills Limited), Panoli as an Executive – HR & Admin** (February-2024 to till date)
- I have an experience in **Kukdo Chemical India Pvt. Ltd. as an Executive–HR & Administration** (May-2023 To January-2024)
- I have an experience in **UPL Limited, Unit-5 as an ER-Associate** (On Contract Basis-March-2022 To April-2023)
- I have an experience in **Isagro Asia Agrochemicals Pvt. Ltd.** (Company of PI Industries) as a HR-Executive (On Contract Basis-Nov-2021 to March-2022)
- I have an experience in **UPL Limited, Unit-12 on Apprentice basis as a HR-Trainee.** (Nov-2020 to Nov-2021)

WORK EXPERIENCE

May-2023 To January-2024

Kukdo Chemical India Pvt. Ltd., Dahej (Chemical) as an Executive - HR & Administration.

Joining Formalities

- On Boarding Formalities
- Appointment Letter preparation
- Handover of joining kit
- Handover process to relevant department

Maintaining Personal Files

- Completed joining formality of new employee, collecting the verification of documents
- Co-ordinates in conducting induction of new joined employees
- Handover file to payroll
- Maintain Employee Master File (Excel Sheet)

Payroll Handling

- Preparation of wage register monthly.
- Creation of UAN number for fresher candidates
- Mapping of UAN of new joiners

Employee Engagement

- Co-ordinating for Various Employee engagement activities

Other Duties

- Monthly Bill Booking & Passing
- Making PR & MONTHLY PROVISION
- Labour Contract Management.
- Apprentices Registration & Monthly-Stipend.
- Time Office Management
- Canteen Management
- Handling employee grievance
- Organizing and distribution of various welfare measure for company employees like (Jacket, Birthday Gift, Shoes, Diwali Gift, etc.)
- VIP Guest Management
- Courier Management
- Vehicle Management
- Making PR for medicines & maintained medicines stock register for OHC Dept.

March-2022 To April-2023

UPL Limited, Unit-05 (Chemical) as an ER-Associate.

Joining Formalities

- On Boarding Formalities
- Appointment Letter preparation
- Handover of joining kit
- Handover process to relevant department

Maintaining Personal Files

- Completed joining formality of new employee, collecting the verification of documents
- Co-ordinates in conducting induction of new joined employees
- Handover file to payroll
- Maintain Employee Master File (Excel Sheet)

Performance Assessment

- Prepare department wise individual assessment forms
- Send assessment form to respective reporting managers
- Prepare Probation Intimation/Confirmation/Extension letter as per performance assessment result

Exit Formalities

- Resignation Intimation to Payroll team
- Getting Exit forms filled up
- Preparing Reliving letter and Experience letter
- Preparation of Full & Final Input, Verification of F&F statement & intimation to payroll team for F&F settlement.

MIS Preparation

- Monthly Department wise & GJL wise Report
- Preparation of Man days
- Overtime Report (Weekly)
- Absenteeism Report (Every 10th Day)
- Attrition Report (Monthly)

Payroll Handling

- Handling Payroll process for 1850 on roll employees
- Verifying wage register monthly.
- Creation of UAN number for fresher candidates
- Mapping of UAN of new joiners

Employee Engagement

- Co-ordinating for Various Employee engagement activities

Other Duties

- Monthly PR for material like Stationery, Printer, Welfare items etc. (SAP & Ivalua)
- Apprentices Registration & Monthly-Stipend.
- Time Office Management & Handling employee grievance
- Resolving day to day issue of employees like (Temporary week of change, C-Off, Leaves)
- Organizing and distribution of various welfare measure for company employees like (Jacket, Birthday Gift, Shoes, Diwali Gift, etc.)

Nov-2021 To Mar-2022

Isagro Asia Agrochemicals Pvt. Ltd. (Company of PI Industries) as a HR-Executive

Job Responsibilities:

- Monthly Bill Checking, Booking, & Passing through SAP (PR-SERVICE ENTRY)
- Labour Contract Management.
- Time Office Management
- Canteen Management
- Handling employee grievance
- Resolving day to day issue of employees like (Temporary week of change, C-Off, Leaves)
- Organizing and distribution of various welfare measure for company employees like (Jacket, Birthday Gift, Shoes etc.)
- Courier Management

Nov-2020 To Nov-2021

UPL Limited, Unit-12 (Chemical) Worked as a HR-Trainee.

Job Responsibilities:**➤ Recruitment & Selection (AS a Co-Ordinator)**

- Co-ordinates in cycle of Recruitment
- Sourcing of Resumes
- Interview Process
- Offer Letter Preparation
- Preparing Reliving letter and Experience letter
- Handover file to payroll

➤ Joining Formalities

- On Boarding Formalities
- Appointment Letter preparation
- Handover of joining kit
- Handover process to relevant department

➤ Maintaining Personal Files

- Completed joining formality of new employee, collecting the verification of documents
- Co-ordinates in conducting induction of new joined employees

- **Performance Assessment**
 - Prepare department wise individual assessment forms
 - Send assessment form to respective reporting managers
 - Prepare Probation Intimation/Confirmation/Extension letter as per performance assessment result
 - Ensure distribution of letters (duly signed by Unit Head) to respective employees
- **Exit Formalities**
 - Resignation Intimation to Payroll team
 - Getting Exit forms filled up
- **Employee Engagement**
 - Co-ordinating for Various Employee engagement activities
- Training & Development**
 - Training coordination
- **Other Duties**
 - Monthly Bill Booking & Passing (SAP & Ivalua)
 - Making PR-SERVICE ENTRY & MONTHLY PROVISION
 - Labour Contract Management.
 - Apprentices Registration & Monthly-Stipend.
 - Time Office
 - Canteen Management
 - Handling employee grievance
 - Resolving day to day issue of employees like (Temporary week of change, C-Off, Leaves)
 - Organizing and distribution of various welfare measure for company employees like (Jacket, Birthday Gift, Shoes, Diwali Gift, etc.)
 - Handling the VIP Guest also arrangement of Lunch, Conference room, Plant round
 - Courier Management
 - Vehicle Management

ACADEMIC CREDENTIALS

CHARUTAR VIDYA MANDAL UNIVERSITY, ANAND

Examination / Degree	Year of Passing	SGPA
MSW-HR (SEM 1)	JANUARY-2022	9.76/10
MSW-HR (Sem-2)	MAY-2022	9.52/10
MSW-HR (Sem-3)	NOVEMBER-2022	9.44/10
MSW-HR (Sem-4)	APRIL-2023	9.48/10

VEER NARMAD SOUTH GUJARAT UNIVERSITY (VNSGU), SURAT

Examination / Degree	Year of Passing	SGPA
MCOM (Financial & Man. Acc.) SEM 4	SEPTEMBER 2020	7.17/10
BCOM (ADV. ACC. & AUDITING)	MARCH 2018	SEM 6: 6.70/10 CGPA: 6.58/10

RAJENDRA PRASAD INSTITUTE OF COMMUNICATION & MANAGEMEBT, MUMBAI

Examination / Degree	Year of Passing	Percentage
IRPM (INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT)	APRIL 2019	77.94 %

THE INSTITUE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

Examination	Year of Passing	MARKS OBTAINED
CPT (Common Proficiency Test)	JUNE 2016	102/200

GUJARAT SECONDARY & HIGHER SECONDARY EDUCATION BOARD, GHADHINAGAR

Examination	Year of Passing	Percentage
H.S.C	MARCH 2015	86.14 %
S.S.C	MARCH 2013	87.33 %

TRAINING/COMPUTER SKILLS

- Working knowledge of SAP, Ivalua.
- Knowledge of MS Office (Excel, Power Point, Word).
- Underwent 100 Hours of ITT (Information Technology) Training of ICAI.
- Underwent 15 Days of OC (Orientation Course) of ICAI.
- Working knowledge of Brity Mail, KIWI Approval.

PERSONAL DETAILS

- * **Permanent Address :-** 3/240/2, Narayankunj Society, Street No 09, B/H Mipco, P.O. Narmadanagar, Bharuch – 392015, Gujarat.
- * **Nationality :-** INDIAN
- * **D.O.B. :-** August 11, 1997
- * **Marital Status :-** Married
- * **Father's Name :-** Jignesh D Kinariwala
- * **Father's Occupation :-** Sr. Electrical Technician (GNFC)
- * **Areas of Interest: -** Playing Volleyball, Travelling
- * **Languages Known :-** English, Hindi & Gujarati

Declaration

I hereby certify that all information furnished above is true to the best of my knowledge.

Ronak Kinariwala

