

Prashnil Anilbhai Bharucha
(M.S.W , B.A.)

Permanent Address:

H -33 , Shubham Society,
Near Shaktinath, Bharuch,
Gujarat- 392001 (India)

Mobile: 9913663294/7096804986

Email: Pabharuch890@gmail.com

CAREER OBJECTIVE

To obtain the highest level of professionalism and to excel myself to the best of my potential and work in a growth oriented organization.

Capable of quickly adapting to changing environment and able to perform assigned tasks with full devotion, zeal and earnestness on own initiative or as part of a team.

WORK EXPERIANCE

❖ **Alkyl Amines Chemicals Limited, Dahej**
Trainee HR and Admin (Since Spt - 2023)

➤ **Recruitment:**

- Looking end to end requirement of all the level of recruitment for the organization.

➤ **Employee life cycle:**

- Co-ordinating with selected candidates for pre on board process through Darwin box.
- Providing HR induction and arrange safety induction.
- Organization announcements.
- Handover of new joinee to respective departments HODs.
- Maintaining employee personal file and other records.
- Arrangement of identity card.
- Update new joined employees profile in Spine software for their login creation.
- Issuance of clearance forms at the time of exit and also completes the process of exit through Darwin box.
- Preparation of full and final settlement and coordinates with head office for service letter.

➤ **Time Office:**

- Preparation of monthly attendance of employees leaves record, overtime record.
- Update attendance in Spine software through uploading shift schedule of employees.

➤ **Contract labour management:**

- Responsible to provide manpower as per production planning.
- Sourcing contract labour through various labour contractors.
- Maintaining daily manpower report.
- Checking compliance of contractors.
- Checking monthly bills of contractors and maintain records in excel.

- **Administration:**
 - Coordinating with all the administrative matters.
 - Travel arrangements and hotel accommodation for guests.
 - Resolving employees' day to day issues.
 - Handling guests and also arrange their lunch, conference room and plant round.
- **Employee engagement activity:**
 - To make arrangement for engagement activities like navratri, diwali, picnic planning etc.

EDUCATIONAL QUALIFICATION

Degree	Board/University	Percentage/CGPA	Year of Passing
MSW	Sardar Patel University - Anand	6.19	April -2023
B.A.	Gujarat university - Ghandhinagar	6.83	June - 2021
HSCE (12 th)	GSHSEB	55%	Oct - 2017
SSC (10 th)	GSHSEB	40%	July - 2013

COMPUTER SKILLS

- Basic knowledge of Computer
- Microsoft Office - Internet

STRENGTH

- Punctuality & Work with Responsibility
- Positive Attitude - Creative and Quick Learner
- Self-Motivated & Leadership Quality and ability to work in a team

HOBBIES

- Meeting and interacting with people
- Travelling
- Reading
- Cooking
- Gardening

PERSONAL INFORMATION

- Father's Name: Anilbhai Parshotamdas Bharuha
- Date of birth: 24th Nov, 1997
- Marital status: married
- Language known: English, Hindi, Gujarati

DECLARATION

I Prashnil Anilbhai Bharucha, hereby declare that all details furnished here are true to the best of my knowledge and belief.

(Prashnil Bharucha)