

Keyur Parmar

MBA- Human Resource

Experience- **2 + Years**

Location- Bharuch



Career Objective

Aspire to build a career in field of Human Resource with organization that offers an opportunity to enhance my existing knowledge and develop my professional skills for overall growth in alignment with organization vision.

Professional Experience

May- 2024 **HR Officer (HR & Admin)**
To Till Vithal Castor Polyols PVT. LTD.
 (Jhagadia, Gujarat, India)

May - 2024 **HR Assistant (HR & Admin)**
To Sarju Impex Limited
Nov - 2022 (SEZ-1 Dahej, Gujarat, India)

Internship Experience

July- 2021 **HR Recruiter (HR & Admin)**
To **UPL-2**
Aug- 2021 (Ankelshwar, Gujarat, India)

HR Activities

- Handle Recruitment till Manager Level.
- Handle Training & Development with training data.
- MIS reports preparation.
- Handle Contract Labor & maintain legal records.
- Maintain 5S activities in the company.
- Payroll Management.
- Maintain daily Manpower report.
- Preparing salary report.
- Maintain welfare reports and handle welfare activities HR report.

Recruitment & Selection

- Management of the full recruitment process as per recruitment plan, including sourcing strategy, interviewing, salary negotiation, releasing offers to candidates & regular follow-up till joining.

CONTACTS

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Bharuch, Gujarat

LinkedIn / Keyur Parmar

SKILLS

Communication
Leadership
Problem Solving
Teamwork
Time Management
Computer Proficiency
SAP-HR & HRMS

LANGUAGES KNOWN

Gujarati
Hindi
English

HOBBIES & INTEREST



Learning



Reading



Cricket



Traveling

- Lateral hiring through job portals, social media, Walk in, Manpower Consultants & employee referrals.
- Liaison with Contract Manpower suppliers for recruitment of contractual employees.
- Initial screening & assessment of Job applications for ensuring best match with job profile.
- Using cost effective recruitment tools like video conference & telephonic interviews.
- Arranging Pre-employment medical tests & background verifications of selected candidates.
- Maintaining periodic dashboard of selected, offered & joined candidates for creating talent pool.
- Extensive support from probation & confirmation journey.
- Having an experience of fastest and cost saving recruitment.

On Boarding & Exit formality/ Induction Program

- Complete joining formality of new employee, collecting verification of documents, fill up the statutory forms like, Gratuity Nomination Form (F), PF Nomination Form No-2, PF declaration Form No 11, and Bank A/C opening forms, etc.
- Training & Induction (of Biometric system, explain various policy briefing like employee benefit traveling, dress code, leave, Mediclaim awareness about PF transfer, PF E-nomination UAN Updating etc. & feedback session) to new joiners.
- Prepare Offer & Appointment letter, ID card, Induction schedule – (Inducting new joiner, Handover to Department, Coordinate with HO concern dept. E-mail ID & Employee code Generation).
- Maintaining personal files of all employees & documentation & records of personal & HR Dept. & Making experience, Relieving letters & coordinate with HO for full & final statement papers of all the employees.

Payroll, Time management & Compensation

- Handling across employee database of our on roll responsible for onboarding & joining formality of necessary documents.
- Time & attendance management, time office and leave management system.
- Updating of payroll data like attendance, leave, expense, CTC structure, incentive in payroll.
- Management of payrolls related like PF, Bonus, Gratuity, & Confirmation.
- Keeping a track of employee attrition and regular analyzing exit reports for changes required in culture/policy/practices to retain employees.
- Handle and resolving employee's queries related to salary computation, HR Policies, statutory deductions any other deductions.

Training & Development

- Training need identification.
- Preparing training schedule.
- Maintain training data.
- Prepare training evaluation reports.
- Maintain training matrix data.
- Having an experience of provide trainings.

Legal Compliance & Govt Liasioning

- Annual return, annual, holiday, maintaining legal registers, LWF, deduction return/ to collect legal documents i.e. PF Challan, Register, WC Policy, Labour LIC etc. Co- ordination with Employment with Employment Exchange. Submit CNV form and ER1 quarterly. Online ECR / Challan submission. P.F Monthly return online update Annexure-!! Missing data Update. Member Portal-(Register E- Pass Book).

Contractor Labour Management

- Contractors Agreements.
- Maintaining all legal documents and register as per contract Act 1970.
- Verification of contractor's monthly bills along with monthly returns like PF, wage register, Attendance, PT.
- Manpower supply monitoring plan vs. actual bill checking and passing.
- Resolving grievances of contract labours.
- Ensure filing and maintain of all statutory records/ registers by contractors under various acts.
- Ensure timely medical examination of all contractors personal on site.

Key Accountabilities Administration

- Manage the entire administration function in the location independently.
- Maintain horticulture department.
- Transportation.
- Guest House Management.
- Security Management, arranging meetings/conferences, annual events and group activities.

MIS Report

- Attrition Rate.
- Training Man-days.
- Overtime Report.
- CLMS MIS
- HR MIS.
- Absenteeism Report.

Employee Engagement

- Suggestion scheme system we developed
- Canteen Committee (Lunch & Dinner, breakfast Menu Maintained)
- Co-ordinating birthday meet.
- Reward & Recognition.
- Vishwakarma Pooja.
- Diwali celebration.
- Uttarayan celebration
- Picnic.

EDUCATION ATTAINMENT

2020 2022	MBA (Master of Business Administration) in HR (FT) (GTU, Ahmedabad) In NCM, Bharuch CPI: 6.81 %
2016 2019	BCA (Bachelor of Computer Applications) (FT) (VNSGU, Surat) In MKICS, Bharuch CGPA: 6.39 %
2016	Intermediate (XII) GSEHB PERCENTAGE: 51.33 %
2013	High School (X) GSEB PERCENTAGE: 63.33%

Project Summary

- **Summer Internship Project (SIP)** – “Employee Welfare Measures at UPL (Unit: 2)”
- **Multidisciplinary Action Project (MAP)** – “A Study on Sustainability or Green Practices in UPL Company”
- **Comprehensive Project (CP)** - “A Study on Evaluation Assessment of Delegation at Organization”
- **BCA Final Year Project** – “College Social Networking”

PERSONAL DETAILS

- **Name:** Keyur Jayantibhai Parmar
- **Date of Birth:** 22/10/1997
- **Gender:** Male
- **Marital Status:** Unmarried
- **Contact Number:** 9737516482
- **Email :** keyur3983@gmail.com
- **Address:** 235, Kuvadard Village, Chavaj road, (Bharuch, Gujarat, India)

DECLARATION

- I hereby declare that all the information given above is true to the best of my knowledge.

YOURS FAITHFULLY