



**CHIRAG HINGU**

# Chirag M Hingu

(MBA - Specialisation in HRM)

(Post-Graduation Diploma In Human Resource Management)

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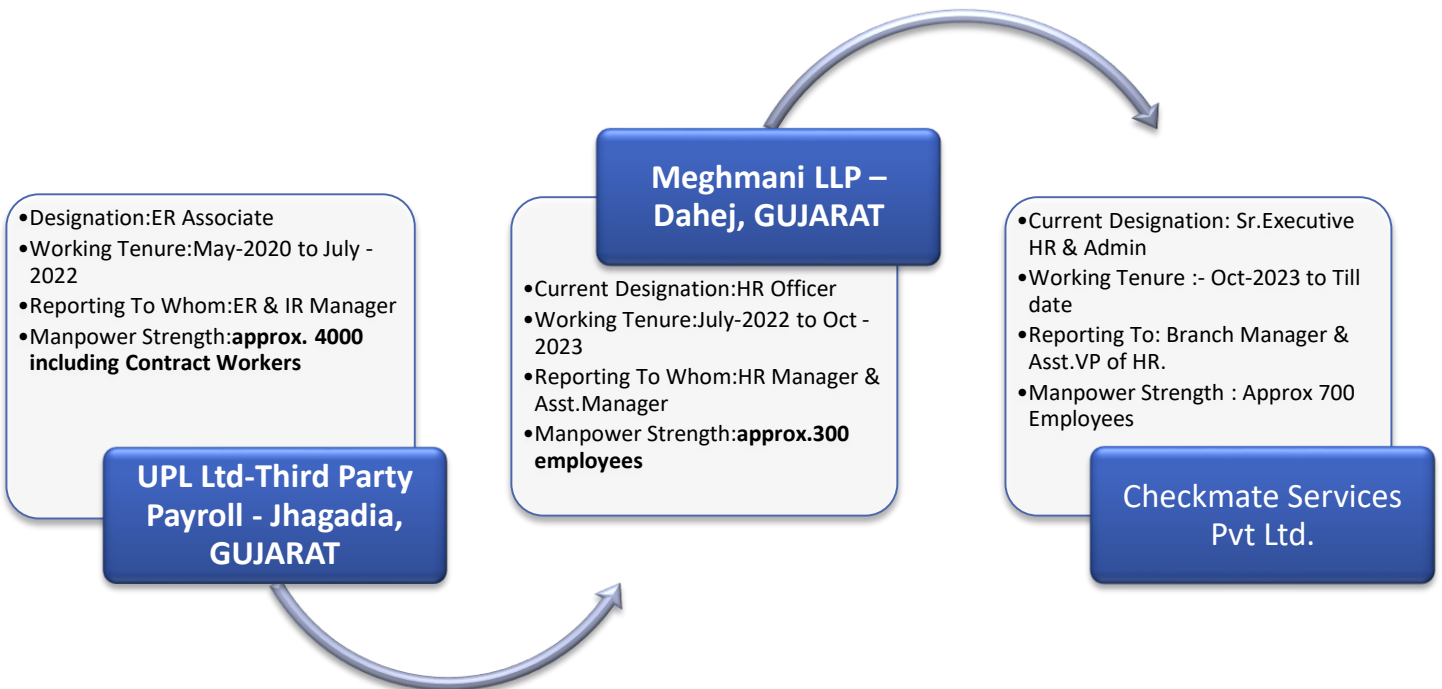
Address :- B/3,Meera Nagar,Opp Bank OF Baroda, Link Road Bharuch-392001

[ Almost 4.5 years of rich experience in HR / IR & Admin]

## PROFESSIONAL SYNOPSIS

- ✧ Recruitment
- ✧ Employee Engagement
- ✧ Time Office Management
- ✧ Monthly Reports (Absenteeism report, actual vs budgeted manpower report, daily report, contractlabor scenario, Action Plan, disciplinary action etc.)
- ✧ Canteen Management System

## PROFESSIONAL EXPERIENCE



## GENERAL & PERSONNEL ADMINISTRATION

- Maintaining and preparing monthly **HR reports** like available manpower, absenteeism & over time tracking report, monthly total manpower strength.
- Coordination with Bank for opening salary accounts of employees.
- Other miscellaneous bill processing & record maintenance.
- Formalities like Post Recruitment, Exit, Confirmation, Transfer, etc.
- Issuing of employee ID cards, mobile phones & SIM cards as well as assisting in accommodation for new joiners / guests.
- Coordination with internal committees like Canteen Committee, housekeeping committee & safety committee.

## JOINING & EXIT FORMALITY / INDUCTION PROGRAMME

- Completed joining formality of new employee, collecting and verification of documents and against ready checklist, filling up statutory forms like, Gratuity Nomination (F), PF Nomination Form No-2, PF declaration Form No-11, and Bank A/C opening forms, etc.
- Training & Induction (Biometric system, Dress code, leave policy, etc.) to new joiners.
- Prepare Offer & Appointment letter, Punching card, Induction Schedule and Welcome kit.
- Joining Formalities - (Inducting New Joiner, Schedule Induction Program, Handover to Department)
- Maintaining Personal files of all employees & Documentation.
- Introducing policies like Time Management; leave rule, Canteen facility etc.

## RECRUITMENT / TALENT ACQUISITION & MANPOWER MANAGEMENT

- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower as per role requirement.
- Coordinating and filling up open position of management through the **Recruitment agencies/Consultancy Firms/ Social Media Network (Facebook, LinkedIn, etc) / Naukri.Com & Internal references.**
- Post Recruitment Formalities – (i.e. Appointments, compensation negotiation and notice period issues, Policies, Probation & Confirmation).
- Handling Formalities like Post Recruitment, Exit formality.

## SALARY ADMINISTRATION & TIME OFFICE MANAGEMENT

- Administering total leave & attendance system and mapping total payroll process of computing salary for the employees.
- Absenteeism Analysis: Monitor. Data Collate, Analysis & Reporting to the management
- Payroll Processing Of Company Employee And Apprentice Employee.
- Separation Process & Full and Final Settlement (For apprentice &, company trainees, NEEM trainees & contract employees)
- Preparing Inputs for Salary processing like, leaves, canteen deduction. Sheet & other statutory deductions.
- Preparing Monthly absenteeism report & analysis.
- Reviewing in/out time of employees, maintaining leave, gate pass form.
- Encashment of Leave.
- Maintain Leave Of Apprentice And GET Employees
- Quarterly Paid ER-1, Half yearly Paid LWF.

## CONTRACT LABOUR MANAGEMENT

- Examine all legal documents and register as per Contract Labor Act 1970.
- Verification of contractor's monthly bills department wise along with monthly returns like PF, PT.
- Ensuring monthly wage distribution to Contract Labors.
- Resolving grievances of contract labors.
- Conducting monthly compliance meetings with all contractors and contract supervisors
- Prepare Attendance Of Contract Employee.
- Monthly compliances check like PF,P.tax,Form-15(Adult Register),Form-16(Muster Roll),17(Wage Register),18,19(Wage Slip),Form-A,B,C,D(new)

## APPRENTICE ONLINE PORTAL MANAGEMENT

- **ITI – APPRENTICE** (NAPS National Apprentice Promotion Scheme)
- **GET (Graduate Engineer) – APPRENTICE** (NATS:National Apprentice Training Scheme)
- Ensuring online contract creation, termination, amendment, Transfer, offer, or Establishment registration, Apprentice enrollment.
- Coordinate with apprentice advisor for ensuring the all legal compliances on monthly & yearly basis on online portal.

Visit plant site on weekly basis for interaction with all employees, understanding their concerns & grievance redressal.

Daily canteen visits and taking feedback from employees as well as from canteen manager.

Resolving day to day issues of manpower related to salary discrepancy, Canteen coupon, miss punching.

Organizing and Distribution of various welfare measures for company employees like Uniform, I-card, Rain coat, Sweater, Shoes, Diwali Sweet etc.

Formalize and regulate the employment of contract Labor and implement corrective measure on absenteeism and turnover.

Organize employee's welfare system with celebrations like Employee birthdays, anniversary and retirement/farewell functions by giving best wishes and Gifts.

### SCHOLASTICS

MBA	PGDHRM	B.COM	H.S.C	S.S.C
<ul style="list-style-type: none"><li>University &amp; College Narsee Monjee Institute of Management Studies (NMIMS). Specialisation in HRM with <b>Distinction</b></li></ul>	<ul style="list-style-type: none"><li>(Specialization in Human Resource) from Symbiosis Centre for Distance Learning Pune in 2021 &amp; Secured <b>63 %</b>.</li></ul>	<ul style="list-style-type: none"><li>from V.N.S.G.U Surat &amp; Secured <b>54 %</b>.</li></ul>	<ul style="list-style-type: none"><li>from G.H.S.E.B Gandhinagar and Secured &amp; <b>73.71 %</b>.</li></ul>	<ul style="list-style-type: none"><li>from G.S.E.B and Secured &amp; <b>63 %</b>.</li></ul>

## PERSONAL SNIPPET

Name: Chirag Mahendrabhai Hingu	Date of Birth: 30/08/1996	Nationality: Indian	Langue's known: English, Gujarati, and Hindi.	Computer Skill: MS Excel, MS Word, MS Power Point, SAP.	Marital Status: Married
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Place:  
Date:

(CHIRAG HINGU)