

CURRICULUM VITAE

Mr. Dharmeshkumar K. Khorasiya

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OBJECTIVE: In Pursuit of a Valuable Position in the field of HRM where I can utilize my knowledge for the achievement of organizational goals & objectives.

PERSONAL ATTRIBUTE: Hard working and enterprising. Systematic and analytical way of working. Good interpersonal relationship, Optimistic, Quick Grasping Abilities.

SYNOPSIS

- ◆ **More than 7 years'** experience in the field of Human Resource Department.
- ◆ Excellent interpersonal, communication & team building skills with experience in Recruitment, Time Keeping, and administrative function.

ACADEMIC CREDENTIALS

- ◆ Completed B.Ed. from University of Saurashtra Rajkot. (2015)
- ◆ Master of Arts from University of Saurashtra Rajkot. (2014)
- ◆ Bachelor of Arts from University of Saurashtra Rajkot. (2012)
- ◆ Completed H.S.C (12th) from G.S.H.E.B. (2009)

Professional experience

- ◆ **Bharat Seats Limited.** (Joint venture of Maruti Suzuki Pvt.Ltd.)Bechraji, Gujarat.

Designation: Executive – HR & Admin.

Since 15th March' 2021 to Till.



- ◆ **HOF Furniture System Pvt. Ltd.** (A division of Changodar ,Moraiya) – Ahmedabad.

Designation: Executive – HR & Admin.

Since 18th Nov'2019 to 13th March'2021.



- ◆ **TWD Sun Acoustic Pvt. Ltd.** (A division of TWD Japan) – Kadi,Vithlapur.

Designation: Sr. Officer – HR & Admin.

Since 17th Des'2018 to 16th Nov'2019.



- ◆ **Supreme-Treon Pvt. Ltd.** (A division of Supreme Group) – Sanand.

Designation: Jr. Officer – HR & Admin.

Since 28th Sep'2015 to 12th Dec'2018

- ◆ **Yazaki India Pvt. Ltd.** (A division of Tata Yazaki Auto comp Limited.) – Sanand.

Designation: Assistant – HR & Admin.

Since 16th Nov' 2011 to 23th Sep' 2015.



Job Profile

Joining & Exit Formalities:

- ◆ Issuing Offer Letter, Appointment Letter, Confirmation Letter. Gathering all the documents of the new joiner as per the company policy.
- ◆ Issuing of experience & relieving Letter.
- ◆ Filling of exit form, collecting ID card, visiting card etc.

Employee Engagement:

- ◆ Maintaining the attendance, leaves, carry forwarding the leaves, etc.
- ◆ Time office & employees personal file maintaining.
- ◆ Maintaining attendance details of staff to identify deductions & inputs for preparation of Staff salary.
- ◆ Local Labor contractor handling.
- ◆ Grievance handling.

Miscellaneous:

- ◆ Proper follow-up and implementation of EXPRESSIONS (Employee Birthday, Just Married) Also generating the birthday list every month for all employees & dispatching the official birthday cards to their respective location.

Recruitment:

- ◆ Managing the rounds of Interview.
- ◆ Maintaining candidate's details for current and future reference.
- ◆ Conducting a Personal Interview of the candidate.
- ◆ Coordinating with the candidates by giving them the full information about the job profile as well as the company's profile.

Administration:

- ◆ Responsibility of planning, distributing uniform & contractor Salary.
- ◆ Arrangements of Medical First Aids, attending to Hospitalize cases etc.
- ◆ Ensuring availability of stationary, ID cards, Visiting card and canteen facilities.
- ◆ Maintain office ambiance through proper housekeeping.
- ◆ Vehicle arrangement, Meeting arrangement etc.
- ◆ Facility repair & maintenance work at Plant.
- ◆ All payments of administrative function like food bill, hotel bills etc.
- ◆ Guest house services provide.
- ◆ Security handling & document verification, inward, outward, visitor registers etc.
- ◆ Vehicle & Staff bus management.
- ◆ Canteen facility management

SOFTWARE KNOWLEDGE

- ◆ Zing HR, CMS, ESSL.
 - ◆ SAP
 - ◆ ERP SOLUTION
 - ◆ Tally ERP-9
 - ◆ Savior software (Time Office & Attendance)
- Computer Proficiency Microsoft Office, Internet, PPT, Internal IT support Etc.

PERSONAL DETAILS

- ◆ Name: Dharmeshkumar Khorasiya
- ◆ Father Name: Kanubhai khorasiya
- ◆ Date of Birth: 08th July 1990
- ◆ Languages known: Gujarati, Hindi, English
- ◆ Communication Address: B/63 Khodiyar krupa India colony bopal Ahmedabad 380058.
- ◆ Marital Status: Unmarried

Date:

Dharmesh kumar k.