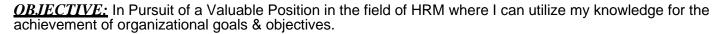
CURRICULUM VITAE

Mr. Dharmeshkumar K. Khorasiya

Mo. +91- 8141151585 / 8264068733

Email.: khorasiyadharmesh@gmail.com



<u>PERSONAL ATTRIBUTE:</u> 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.

Noraiya) – Ahmedabad. (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 joinee 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.