

CONTACT

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

25.12.2022 -
07.08.2023

- **HR Trainee-HR & Admin**
Gujarat Alkalies Chemicals Ltd.
Role & Responsibility
Timesheet Overtime Sheet & Attendance Management
New Joinee Induction, Organisation Announcement mail, Contact labour Management, Recruitment, House keeping, Canteen, Documentation, Transportation,

10.08.2023 -
23.09.2024

- **Trainee Executive-HR & Admin**
Payal Polyplast Pvt Ltd, Dahej
Job Responsibilities:
 - ☐ Handling Documentation process of the employees.
 - ☐ Handling Joining formalities.
 - ☐ Carrying out reference checks on prospective employees.
 - ☐ Acting as the first point of contact for anyone enquiring about a vacancy.
 - ☐ Maintain the records of employees
 - ☐ Track the attendance of the employees
 - ☐ Preparing Salary, leave record, arrears and overtime of employees.
 - ☐ EPF registration for new employees, Updating KYC for employees.
 - ☐ Preparing full & final settlement of employees.

24/09/2024 -
Present

- **Jr.Executive-HR & Admin**
Filatex India Limited, Jolwa
 - 1.Preparation of Contract Manpower Attendance & Overtime sheet.
 - 2.Leave Management
 - 3.New Employee & Contract Manpower Joining
 - 4.Distribute Canteen Coupen for Contract Manpower
 - 5.Shift Change, Manual Correction.
 - 6.New Employee enrollment in Punching machine.
 - 7.Issue id Card & RFID Card for Punching.

EDUCATION

2023

- **Parul University**
MBA(HRM)
7.5 CGPA

2019

- **Dr.Bhimrao Ambedkar University, Agra**
B.Sc(Chemistry)
55%

2016

- **S.V.M Inter College Kasganj**
12th
76%

2014

- S.V.M Inter College Kasganj
10th
80%

SKILLS

- Microsoft office Advanced Excel Microsoft Outlook SAP-Hana Outlook HR Software

LANGUAGES

- Hindi English Gujarati