

# Paresh Bhavsar

Mobile No: - +91-7984576781

Email Id: - paresh.bhavsar9888@yahoo.com



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## Profile Summary: -

- Around 10 years' experience in the Engineering, Mining, Manufacturing, & Construction sector.
- Experience in managing modern HR Systems, maintaining harmonious relations among employees
- Proficiency in managing Recruitment Process including, screening and short-listing of the candidates.
- Proficiency in managing performance Appraisal, Competency Mapping and Key Responsibility Area (KRA) of Employees.
- Liaison with various Govt. Authorities, Factory License Renewal, Maintain Various register, forms and returns.
- Payroll Management of More than 5600 employees.
- Custodian of HRIS & Employee record files, provide offer and appointment letters, termination, warning letters, Reliving & experience letters, appraisal letters and award certificates, other important documents, Various types of Letter Drafts etc.
- Maintain & Tracking Attendance, Leave, LOP for all employees (On-roll & Off- roll) as per policy, Ensure the employees get their payroll queries/ grievance answered and solved on an individual basis.
- Maintaining Payroll Software, Biometric system & Employee Records.

## Professional Experience: -

- **Employee State Insurance** - Generate ESIC Numbers, Prepare ESIC Challan on monthly basis, Provide ESIC Forms to Employee such as TIC, Form 37 and RC, Contribution History, Process accident form and reimbursement
- **Provident fund & Miscellaneous Provisions**- Generate UAN Numbers, Prepare PF Challan on monthly basis, Process PF & Pension Partial and Full withdrawal, Transfer Claims & Forms such as Form 31, Form 19, Form 10C of Employee, Update & Approve Employee KYC, Update Exit Date for left employees, Process Death Cases & Avail Benefit to its Nominee.
- **Professional Tax** - To make Payment of PT on monthly basis and PTEC Payment on yearly basis including PAN India.
- **Labour Welfare Fund** - Register new employees on Labour welfare Portal and update exit date for Left employees from Portal, Generate LWF Challan.

- **Payment of Bonus** - Bonus working as per act and Prepare Bonus Register - Form C and Form D & its Submission to the Labour Office.
- **Minimum Wages** – Working on State Government, Central Government & Coal India minimum wages.
- **Payment of Gratuity** - Gratuity Calculation Working and Benefit process as per Act.
- **Payment of Salary** – Prepare Salary & Wages, Calculating TDS on Higher Salary. Co-ordinate with Finance department for payment process.
- **Full & Final Settlements:** - Calculation & Verification of FnF Settlements, Approval of FnF settlements from respected HOD & Director, Follow-up with finance department for payment of FnF Settlement.
- **Managing Payments of** – ESIC-PF-PTRC-PTEC-LWF- Challan Payment before its due date, PTRC & PTEC Return Late Fees Payment, ESIC-PF-LWF Interest and Damages Payment, Labour License Payments.
- **Digital Signature end to end process-** Prepare new DSC for Company registered it on PF Portal. DSC Token Settings and installation and Maintain records.
- **Registration Work-** ESIC Code, PF Code, PTRC, LWF Code etc.
- **Other work-** Finalize Contract Manpower and Consultancy Agreement as per company policy, maintain records of agreements, Purchase Order, Work Order and its follow up and conducting meeting for Renewal of Agreements, PO, WO.
- Attend to Govt. Authorities regarding ESIC and PF Audit, Replies to ESIC-PF-PT-LWF Notices and its closure with proper Documentations.
- Prepare and provide various type of Quotations for WC Policy.
- Prepare the Statutory compliance documents & on time submission of statutory compliances under various Acts with following checklist of Compliance Provided by Company and Clients.
- Maintain various Registers in statutory compliances as per requirements under various Acts.

## **Work Experience**

### **Ushta Infinity Construction Co. Pvt. Ltd.: -**

Working with Ushta Infinity Construction Co. Pvt. Ltd as Assistant Manager - HR from 23<sup>rd</sup> April 2024 to Till Date

### **P C Patel Infra Pvt Ltd: -**

Working with P C Patel Infra Pvt Ltd as H.R. Generalist from 20<sup>th</sup> July 2018 to 22<sup>nd</sup> April 2024

### **Newton Engineering & Chemicals Ltd: -**

Working with Newton Engineering & Chemicals Ltd as H.R. Executive from 1<sup>st</sup> April 2017 to 17<sup>th</sup> July 2018

### **Daystar Enviro Technologies Pvt. Ltd.: -**

Working with Daystar Enviro Technologies Pvt. Ltd. As H.R. Executive from 22<sup>nd</sup> October 2015 to 31<sup>st</sup> March 2017.

## **Raksha T.P.A. Pvt Ltd.: -**

Working with Raksha TPA as Admin Executive from 10<sup>th</sup> Feb. 2014 To 15<sup>th</sup> Oct. 2015.

## **Education Qualification: -**

<b><u>Examination</u></b>	<b><u>Board/Institute</u></b>	<b><u>Year of Passing</u></b>	<b><u>Percentage (%)</u></b>
M.S.W.	MAHARAJA AGRASEN HIMALAYAN GARHWAL UNIVERSITY	2021-2023	64.75 %
B. Com	DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE	2016-2019	64.36 %
H.S.C.	G.H.S.E.B. GANDHINAGAR	2004-2005	53.12 %
S.S.C.	G.H.S.E.B. GANDHINAGAR	2002-2003	62.57 %

## **Personal Details: -**

**Name** :- Paresh Bhavsar  
**Father Name** :- Chandrakant Bhavsar  
**Address** :- Shree Ghanshyam Residency,  
403, C Tower, Near Narayan Auro,  
B/S Sai Sarjan Duplex, Sun Pharma Road,  
Vadodara 390020  
**Date of Birth** :- 9<sup>th</sup> August 1988  
**Gender** :- Male  
**Nationality** :- Indian  
**Marital Status** :- Married  
**Hobbies** :- Listing Music, Playing Cricket & Carom

Date:  
Place:

Yours faithfully,

Paresh Bhavsar