

# JAY PRAJAPATI

M B A ( H R )



## CONTACT

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- Abhyuday Heights Near  
Aakash Nagari Shivan chokdi  
Bharuch (392001)

## OBJECTIVE

Seeking a challenging and innovative position in a firm that will maximize the opportunities for me to implement my skill set and knowledge as well as use my capabilities in the best way possible so that I can enrich my skills and aid the development of the firm I work with.

## SKILLS

### PROFESSIONAL

- Communication
- Team Work
- Adaptability
- Creativity
- Time Management

### TECHNICAL

- MS-OFFICE
- KRONOS
- ORACLE

## HOBBIES

- Cricket
- Gyming
- Music

## EDUCATION

### NARMADA COLLEGE OF MANAGEMENT

M.B.A (HR)

2020 - 2022

**CPI (7.00) 1st Class**

### PARUL UNIVERSITY

B.Tech (Chemical Engineering)

2016 - 2019

**CPI (7.00) 1st Class**

### SHRI K.J POLYTECHNIC COLLEGE BHARUCH

Diploma (chemical Engineering)

2012 - 2016

**CGAP (6.87) 1st Class**

### S.S.C (GSEB)

B.E.S Union High School Bharuch

March - 2012

**85% Percentage**

## ACHIVEMENTS

- Participate in REVA-2022 event in Management committee.
- Participate in HR CONCLAVE 2022
- Got 1st Rank in Mime Event in REVA

## PROJECT WORK

- Doing Summer internship project on Work-Life-Balance in Manufacturing organization in Sem-2 (MBA)
- Doing Comprehensive Project on "A Study on Organizational Culture profile in Manufacturing Organization" in Final Sem-4 Project (MBA)

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## WORKING EXPERIENCE

### 1) ADANI PETRONET (DAHEJ) PORT LTD

Under the contract of Sushil B Purohit ( Labour Law auditor)

**DOJ :-06/12/2022**

**Total Duration :- 2 Years & Running**

## JOB PROFILE

### 1) RECRUITMENT & SELECTION

- JD Creation
- Screening & shortlisting candidates
- Salary negotiation
- On-Boarding process
- Exit interview

### 2) COMPLIANCES

- Labor contract management
- All statutory Returns filing (PT, LWF, Annual Return, ER-1, POSH Return etc.)
- Monthly compliance Report of contractors
- Apprentice hiring (NATS & NAPS)
- Conducting compliance Audit of contractor's

### 3) TIME OFFICE

- Maintaining employee Shift schedule as per requirements
- Maintain employee attendance & Leave balance
- Assisting Payroll team with attendance check

#### **4) LEARNING & DEVELOPMENTS**

- Conducting training sessions as per employees TNI
- Maintain training attendance record
- Create BRM (Business Review meeting) report every month

#### **5) GENERAL ACTIVITIES**

- Handling event management activities
- employee engagement activities

### **PERSONAL DETAILS**

- DOB :- 06/02/1997
- Gender :- Male
- Marital Status :- Un-Married
- Nationality :- Indian
- Language :- English , Hindi , Gujarati

### **DECLARATION**

I hereby declare that all the above information are true to the best of my knowledge.

Place :- Bharuch

Date:-

Signature

**JAY PRAJAPATI**