

CARRICULLAM VITAE

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Personal Detail:

Address : At & Po-Anita, Ta-Olpad, Dist-Surat, Via-kim.
Date of Birth : 26th sep. 1986
Nationality : Indian
Marital status : married
Language : English, Gujarati, Hindi.

Career Objective:

Seeking a challenging career in the field of **Human Resource Development** that utilizes my skills and knowledge that enable me to serve the organization and the society.

Educational Qualification:

M.L.W

- Completed Master of Labour Walfer (M.L.W) from Department of Research Methodology and Interdisciplinary Studies in Social Sciences (**DRMISSS**), **Veer Narmad South Gujarat University (VNSGU)** in April 2009 with second class.

B.A

- Completed B.A from Arts & commerce Collage, Olpad (**VNSGU**) in the year 2007 with Second Class.

H.S.C

- Completed H.S.C. from Gujarat Secondary Education Board (**GHSEB**) in the year 2004 with Second class.

S.S.C

- Completed S.S.C. from Gujarat Secondary Education Board (**GSEB**) in the year 2002 with first class.

Strength:

Hard-working, Honest, Humble & down to earth.

Computer Skill;

Well conversant with MS Office, Pay soft (HR Module oracle base software) E-Mail & Internet.

Project Undertaken:

Project Title: "KEY PERFORMANCE AREA & KEY RESULT AREA" In O.N.G.C. Ankleswar

Organization: ONGC Ankleswar Asset,

Key Responsibility:

1. HR OPERATION

- RECRUITMENT / SELECTION / INTERVIEW PROCEDURE & RECORDS
- ISSUING OF APPOINTMENT LETTERS TO STAFF EMPLOYEES AT PLANT
- FULL & FINAL SETTLEMENT OF EMPLOYEES & PREPARATION OF RELATIVE DOCUMENTS
- PREPARE FORM-5 & FORM-10
- ATTENDANCE ENTRY - CALCULATIONS - RECORD - EMPLOYEE + TRAINEES + CONTRACT
- PERFORMANCE BONUS ENTRY - CALCULATIONS – RECORDS
- TO GENERATE MONTHLY SALARY ON ERP BASE SOFTWARE
- LEAVE - ENTRY / WEEKLY OFF ENTRY
- ON DUTY - OUT GOING PUNCHING / MATTERS
- PREPARATION OF STIPEND SHEETS
- PREPARATION OF ABSENTEEISM REPORT & FOLLOW UP WITH DEPT HEADS
- PREPARATION OF MONTHLY ATTENDANCE SHEET & TO SEND IT IN DEPT FOR VERIFICATION
- PREPARATION OF SALARY COVERS & TALLY WITH DISBURSEMENT
- SALARY DISTRIBUTION IN DEPARTMENTS
- ADJUSTMENT OF CONTRACTOR BILLS (EXEMPTED EMPLOYEES)
- PF / NOMINATION /GRATUITY/ INSURANCE FORM SUBMISSION AT HEAD OFFICE AFTER VERIFICATION
- HANDLING ACCIDENT ISSUES & UPDATION OF REGISTERS / RECORDS
- CASH TRANSACTION IN ABSENT OF CASHIER

2. ADMINISTRATION OPERATION

- Coordinating Fire & First Aid
- Supervision for housekeeping activities.
- Supervision of Canteen Food.

Professional Work Experience:

(1) ALLIANCE FIBRES LIMITED.

Designation : Assit. HR & Admin Manager

Duration : 10st July 2019 to till date

My responsibilities :

- 1. Daily attendance Calculated & Manpower reporting to Director.**
- 2. Salary administration & pf & Esic online challan Payment.**
- 3. PF Employee data online update for kyc and withdrawal of pf.**
- 4. Security management.**
- 5. Plant House Keeping**
- 6. Every month Salary files to submit at consultant Office for Verify.**
- 7. Employee enrolled in attendance system (Matrix & Bio Max) & Completed Joining Formality.**
- 8. Prepare offer letter & Appointment letter for new joining employee.**
- 9. Handling Petty cash and prepare voucher**
- 10. Different type of audit inspection attends and prepares documentation work for complete audit like (GRS, INDETEX, IKEA, IDFL, SMETA, OEKO-TEX, ISO 9001-2015- QMS, ISO 14001-2015-EMS)**
- 11. Looking after contract labour management of all contractors.**
- 12. Accident claim submitted at insurance company and settled the claim.**

(2) TULSI GROUPS OF COMPNIES.

Designation : Assist. HR & Admin Manager

Duration : 1st Dec 2018 to 30/06/2019

My responsibilities :

- 1. Daily attendance Calculated & Manpower reporting to Director.**
- 2. Salary administration & pf & Esic online challan Payment.**
- 3. PF & ESIC Employee data online update for kyc.**
- 4. Prepare Daily Production Report and Efficiency Report of plant given to director**
- 5. Plant House Keeping**
- 6. Every month Salary files to submit at consultant Office for Verify.**
- 7. Employee enrolled in attendance system (ESSL) & Completed Joining Formality.**

8. Prepare offer letter & Appointment letter for new joining employee.

9. Give proper induction to new join employee.

10. Camera checking on daily basis.

(3) JINDAL POLYWEAVES PVT LTD.

Designation : HR Manager

Duration : 10th Feb 2017 to 1st Oct 2018

My responsibilities :

1. Recruitment & Man power Handling

2. Salary administration

3. Security Management System checking in daily basis

4. Prepare Daily Production Report and Efficiency Report of plant given to director

5. Plant House Keeping

6. PF Related work

7. Cash Transaction

(4) SYSCO INDUSTRIES LTD.

Designation : HR Officer

Duration : 30th MARCH 2016 to 01 Feb 2017

My responsibilities :

- *Check Plant Running status like: Moulding, Micro slitting, Boiler, Coating, Lacquer, Slitting, Metallizer, Printing division etc.*
- *Checking housekeeping like: Yarn division, printing division, outside plant - RCC road, Gardens, Parking, Scrape yard, canteen & washroom etc.*
- *Check last day's pending work list, & proceed further.*
- *Check attendance registers like: Management & Supervisors, Operators & Helpers, and Contractors – Security, Boiler, and Labor contractor.*
- *Check Security registers like: Inward, outward, Visitor, Gate pass, returnable goods out & in, Bike km reading, night report,*
- *Report Preparation: Attendance report.*
- *Checking daily coal consumption register.*
- *Check & Sign. daily cash Voucher, Inwards, Repairing & maintenance related bills,*
- *Procurement General items like: Cotton waste, Stationary – Chillan book, / Inward book, etc.*
- *Arrange sources for any plant operation problem related*
- *Canteen & Pantry manage*

- Recruitment & Selections/ Joining formalities'
- Training & Development
- Employee & Workers grievances handling
- Co-ordinate with head office related commercial matter, PF & Party payments etc.
- Check kharchi sheet/ Salary sheet monthly basis
- Check & follow-up local vendors payment o/s list monthly basis
- Handling PCI Control Register.

(5) SHAHLON SILK MILLS PVT LTD (FAIRDEAL GROUP OF COMPANIES)

Designation : HR & Admin Assistant

Duration : 8th SEP 2011 to 29TH MARCH 2016

My responsibilities :

- Preparation of daily attendance of employee
- Joining formality of employee
- Preparation of salary & wages of employee
- Using a ERP system
- Prepare a full & final settlement of employee

(6) ESSAR STEEL HAZIRA

Designation : HR EXECUTIVE

Duration : 1 YEAR

My responsibilities :

- Payroll Administration,
- Prepare all kind of Register of contractor
- Date-wise Man power strength Report
- Reporting to Head and Management,
- Preparation of (Salary & Wages)

(7) SMART CONSULTANCEY

Designation : HR EXECUTIVE

Duration : 3 MONTHS

My responsibilities : Recruitment

Date :

Place :

(KEYUR PARMAR)