

Vipul Ramanbhai Chavda

B/44 Sulekh Bungalows, Near Prathana Vidhyalay, Bholav Bharuch Gujarat
392001

+919924696726/9924386541 | vrchavda1996@gmail.com

Objective

To Work With Organization In Position Where I Can Develop My Skills, Add Demanded Value Of Organization.

Education

Course / Degree	School / University	Grade / Score	Year
MSW-HR	Sardar Patel University	82.20	2021
B.A	Veer Narmad South Gujarat University	60.70	2019

Experience

- MRF Limited Dahej**
01/02/2022 - 30/06/2022
HR Trainee
Joining Formality
Maintain Employee Records
Casual Manpower Joining Formality
Line Up Confirmation & Resignation Interview
Exit Formality
- SRF Limited Dahej**
23/03/2023 - 27/03/2024
HR Assistant
Joining Formality
Induction Process
Maintain Employee Records
Admin Work
Helping In Checking Compliance
- Sarju Impex Ltd**
01/04/2024 - Till Date
HR Executive
Recruitment
Onboarding Process
Payroll Process
Time office
Contract Labour Management
Admin Work

Skills

- Basic Knowledge Of Industrial & Labour Law
- Knowledge Of Recruitment Process
- Knowledge About HR Function

Projects

- Research Thesis On Work Life Balance**
A Study On Work Life Balance Of 43 Employees At Ineos Styrolution India Ltd.

Activities

- 1 Month Field Work At Mitra Rehabilitation Centre - Mogri,Anand
- 1 Month Field Work At Dashrath Grampanchayat, Vadodara
- 1 Month HR Intern At Ineos Styrolution India Ltd.

Languages

- Gujarati
- Hindi
- English

Computer Knowledge

- MS Office
Email & Internet
Basic Vlookup Work

Additional Information

NSS Volunteers
Organize Social Awareness Program

Personal Details

- Date of Birth : 02/01/1996

Reference

- **Nirav Mehta - SRF Limited Dahej**
HR Manager
niravmehta@srf.com
9714210995

Declaration

- I Here by Declare That Above Mentioned Information Is Correct Up To My Knowledge & I Responsible For Correctness Of Above Mentioned Particulars.

Vipul Chavda