

**Contractor NitishKumar Ramanbhai**

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## CAREER OBJECTIVE

To make career with an organization that provide excellent training and which enables me to apply my skill and potential to achieve organization objectives as well as social

## WORK EXPERINCE

**DECCAN FINE CHEMICALS (INDIA) PRIVATE LIMITED (Since 12<sup>th</sup> December' 2022 to till Date in HR & Admin Department) Third Party Contract (Adecco)**

Designation: HR Associate

Manpower Strength: 550 Employees + 1000 Contractor Workmen

### **Major Job Responsibility: -**

#### **Contract Labor Management:**

- Department Wise Man Power Analysis (Contract Labours Requirement.)
- Ensure all legal compliance of Contractor and Principal employer.
- Ensure timely Payment, minimum wages and billings of all contractor.
- Periodically verifying records, registers and returns of the contractor.
- Looking after full attendance system and MIS on the basis of Software.
- Registration of contractor and done in bio matrix system.

#### **Statutory Compliance**

- Prepare of various register under the factory act like muster roll, salary register, leave register, overtime register.
- To prepare Monthly challans and registration and submission of all legal compliances like professional tax, PF ER-1, ESIC, LWF half/yearly return WC policy.
- Internal & External audit for Compliances Audit.

### **Payroll, Time Management & Other Support**

- Time and attendance management, maintain plan data and coordinate with the time office.
- Salary processing of our associates per month. Preparing payroll input report every month & assisting in payroll processing.
- Birthday card & Birthday Gift Celebration.

### **General Administration & support**

- Housekeeping and canteen management.
- 5s area of admin office, conference room and canteen area.
- Visit plant site at daily basis.
- Vehicle management.

### **Key Skills**

- Problem Solving
- Strong work ethic
- Critical thinking
- Time Management

**UPL LIMITED – UNIT 3 – Ankleshwar, India (Since 11<sup>th</sup> October' 2021 to 10<sup>th</sup> October' 2022) After Joining Contract base 11<sup>th</sup> October' 2022 to 9<sup>th</sup> December'2022) In HR & Admin Department)**

Designation: Trainee

Manpower Strength: 350 Employees + 700 Contractor Workmen

## **Major Job Responsibility: -**

### **Contract Labor Management:**

- Maintaining Contractor Wise Contract Labor Database.
- Prepare Monthly MIS Data
- Give data of man power to security every morning.
- Monitoring of Gate pass System and Gate Pass Procedure

### **Recruitment:**

- Searching Relevant CV's From Different Sources Based on Requirement.
- Filling of new joining form and go for interview in the department.
- New Employees Details Adding in Employees Muster.
- Send documents to outside consultancy for verification.
- Coordinating with internal departments to meet the man power requirements.

### **Time Office Function:**

- Independently Handling Time Office function through Bio matrix System, prepare various reports like late coming, early going. Compensatory off, OT
- Updating Of Attendance Record, Leave Record,

### **Other Support:**

- Organized and Distribution of various welfare items to all company employees like Uniform, I-card, Raincoat, Shoes, Diwali Sweet etc.
- Handling New Joinee.
- Employee Personnel file Management.

### **Key Results:**

- Time Office
- Knowledge in word, Outlook, Excel, Power Point
- Excel – V lookup, Formulas, Pivot table.
- Contract Labor handling.

## **PROJECTS**

**Project Name: Factors determining job satisfaction of employees of a specific company amid work from home**

Summer internship project

**Project Name: A study on recruitment and selection**

CP (Comprehensive project)

## **EDUCATION**

Degree/Course	Percentage/CGPA	Year of Passing
<b>MBA (HR)</b> Gujarat technological University	8.30	2021
<b>B.com</b> V.N.S.G.U Surat	52.30 %	2019
<b>H.S.C</b> G.S.H.E.B Gandhinagar	48.57 %	2015
<b>S.S.C</b> G.S.H.E.B Gandhinagar	48.66 %	2013

## **HOBBIES**

Traveling, Playing cricket etc.

## PERSONAL DETAILS

Address	A-4 Ashok Vihar -2 Near Chhapra Patiya Andara Ankleshwar, Gujarat, 393010
Date of Birth	29/08/1998
Gender	Male
Nationality	India
Marital Status	Single
Languages Known	English, Hindi, Gujarati

## DECLARATION

I hereby declare that information given above is correct and true.

Contractar NitishKumar Ramanbhai