

CURRICULUM VITAE



BHARAT P. VADHAVI

E-mail: bharat.vadhavi1986@yahoo.com

Mobile No: 8469813568

CAREER OBJECTIVE:

Quest for knowledge, learning, diverse and challenging work profile are the key things that guide my career objective, I look forward to work in an exhilarating environment where intellect, innovation, achievement and integrity are recognized and rewarded.

PROFESIONAL EXPERIENCE:

1) Presently Working as Assistant Manager-Human Resource in Club Mahindra Gir Resort.

- Recruitment and Selection of Hotel Staff and maintaining staff attendance report in SAP software
- Maintain Payroll management, Provident Fund, Compensation, Facilities and Handling Admin Department
- All contract Labour payroll and management handling
- Maintain all legal compliances-Resort license, Labour license, Bonus related form submission, Gratuity payments act, Professional Tax submission and handling Minimum Wages for resort on roll staff.
- Handling Contract labour legal license-Maintain Contract Labour license and renewal on time, maintain half year form submission, Provident Fund and Professional Tax
- Salary Negotiation with shortlisted candidates and making them aware of Compensation structure
- Liaisoning with the partner bank for salary Account opening
- Managing the database for annual salary revies and the yearly performance appraisal analysis

- Attending employee grievances
- Managing employee activities and End of the month data review in employees meeting

2) I Worked as a HR Executive in Marasa Sarovar Portico, Rajkot Gujarat from June 2015 to May 2016.

- Recruitment and Selection of Hotel Staff and maintaining staff attendance report.
- Maintain Payroll management and Handling Admin Department.

3) I worked as a HR Executive duration Dec-2010 to May-2015 from New Look Multi trade Pvt. Ltd., Surat.

Job Responsibilities:

- Recruitment and Selection, Job Analyzing, Training and Development.
- Maintain staff Grooming, Promotion on performance base, Apprising.
- Handling all Recruitment process of Punjab, Haryana, Rajasthan and Himachal Pradesh.
- We have recruiting a candidate at our Retail store and recruiting a position level like Customers Sales Associate, Cashier, Assistant Store Manager, Store Manager, Store Administrative Hiring Security/Housekeeping Agency for Store.

PROFESSIONAL QUALIFICATION:

P.G. Diploma in Business Management (2008 to 2009), Department of Business Studies, Sardar Patel University, Vallabh Vidya Nagar.

EDUCATIONAL QUALIFICATION:

UNIVERSITY	EXAM	PERCENTAGE	PERIOD
Sardar Patel University	PGDBM	63%	2008 to 2009
Sardar Patel University	M.Com (HRM)	64%	2006 to 2008
Sardar Patel University	B. Com (Adv/Acc with BRF)	54%	2003 to 2006

COMPUTER SKILLS:

Ms. Office: Microsoft Excel, Microsoft Word, Microsoft power point, Tally, Internet and E-Mail.

PROJECT WORK/VOCATIONAL TRAINING:

Topic : "HR Policy and Practices"
Objective : To study HR Practices of Aditya Birla Group and its effect on organization.
Organization : Ind. Rayon (A Unit Of Aditya Birla Nuvo Limited), Veraval.

Project Duration : A Aditya Birla Group Company.
: Full Time two months duration.

SEMINAR EXPERIENCE:

- 1)** I was attended a two days national seminar on "International Financial Reporting Standard (IFRS)" One Single Accounting for The World Economy organized by Post Graduate Department of Business Studies, Sardar Patel University, Vallabh Vidya Nagar. Dated on 10th-11th February 2009.
- 2)** I was attended a two days national seminar on "CORPORATE DISCLOUSER IN INDIA" organized by Post Graduate Department Of Business Studies Sardar Patel University Vallabh Vidya Nagar. Dated on 28th-29th January 2008.

ATTRIBUTES:

Good Communication Skills, Good Oriented, Learning Attitude, Teamwork, Ambitious.

BELIFES:

Strongly believes in hard working and gaining knowledge power.

PERSONAL PROFILE:

Father Name	: Premjibhai N. Vadhavi
Date of birth	: April 27 th , 1986
Sex	: Male
Marital status	: Married
Language known	: English, Hindi, Gujarati, Marathi, Punjabi.
Nationality	: Indian/Hindu

REFERENCES:

Mr. Jitendra Gurjar
Savajiyani
HR Manager
Goldee Green,
Limited
Surat-Gujarat.
Mobile: 08460116511

Mr. Chirag R.
HR Head (GHCL)
Gujarat Heavy Chemical
Veraval-362265.
Mobile: 09998785726

Hereby I declare that the above information is true and best of my knowledge

(Bharat P. Vadhavi)