

Aju Solanki

Administrative Assistant

CONTACT

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OPP.IFFCOMAINGATE NR-
ARYA SAMAJ BLDG,
GURUKUL, SEC-10/A
GANDHIDHAM –
KUTCH- 370201,
GUJARAT, INDIA.

PROFILESUMMARY

Experienced HR Profession with Industries & Shipping. Strong professional skilled in HR Policies, Manpower Planning, Employees Relations, HR Budgeting, Employees Engagement & Welfare, Compensation & Benefits, Sourcing, Performance Management, & Compliances.

SKILLS

- ✓ Contract Labour Management
- ✓ Recruitment & Selection process
- ✓ Attendance & Leave Management
- ✓ Full & Final process

PROFESSIONAL EXPERIENCE

Shree Ashapura Stevedores (Shipping Group)

HR and Admin Associates | Kandla |Jan-2024 to Sep-2024.

- Attendance Management & Payroll Activities
- Pf & Uan & Ecr & New Pf Registration
- Daily Allowance Driver & Hitachi / Payloader Operator
- Contract Labour Management
- Recruitment & Selection process
- Attendance & Leave Management
- Employee Grievances
- Medclaim and WC Policy
- Full & Final process Statutory.
- Administration Office Work.

Raghvani Textiles Pvt Ltd. & Subramaniam Enterprise

HR and Admin Executive | KASEZ | Nov-2014 to Jun-2022

- Attendance Management & Payroll Activities
- Pf & Uan & Ecr & New Pf Registration
- Labour Recruitment & Selection process
- Contract Labour Management
- Office Administration
- Medclaim and WC Policy
- Administration Office Work

Sai Marine Surveyors Kandla & Mundra

Container Surveyor Executive | Aug-2012 to May-2014

- All Type Container Damage Estimate Report
- All Type Dry Container Survey Report
- All Type Dry Container Repairing Report
- Contractor Labour Management Report
- Daily Container Allotment Movement Report
- Gate In-Out & Loading-Unloading Movement Report
- Administration Office Work
- Port to CFS Container Arrival by Trailer Managements
- Container Storage & Tracking & Inspection & Inventory
- Port & CFS & Empty Depot in Container Stacking
- Port in Loaded Container Management.
- Port in Empty Container Management.
- Port to CFS Loaded & Empty Container Customs Docs.
- CFS in Container Unloading & loading process

About Me

Father Name: Govabhai
Mother Name: Rajiben
Date of Birth: 20-02-1985
Age: 39 Yrs.
Marital Status: Married
Nationality: Indian
Height: 5.2"
Weight: 63Kgs
No of Dependents: 03

LANGUAGES

- ✓ Gujarati
- ✓ Hindi
- ✓ English

EDUCATION

Graduation Continue -
HSC Board | 50 % | 2003
SSC Board | 65 % | 2001

COMPUTER PROFICIENCY

2004: Computer Operator cum
Program Assistant, AICSM
Gandhidham, Kutch, Guj-370201.

2022: Import-Export Documentation
& Checklist & Shipping Bill Bill of
Entry & BL Draft & Odex & Vgm &
From-13, Learning Course in Infinity
Edu Skills Institute, Gandhidham,
Kutch, Guj-370201.

Golden Horn Container Service Depot Kandla

Surveyor & Depot Executive | Kandla | Sep-2004 to Nov-2010

- All Type Container Damage & Repairing Estimate Report
- All Type Dry Container Survey Reporting
- All Type Dry Container Repairing
- Attendance & Leave Management
- Daily Container Allotment Movement
- Labour Management
- Gate In-Out & Loading-Unloading Movement
- Office Administration Work
- Port to CFS Container Arrival by Trailer Managements
- Container Storage & Tracking & Inspection & Inventory
- Port & CFS & Empty Depot in Container Stacking
- Port in Loaded Container Management.
- Port in Empty Container Management.
- Port to CFS Loaded & Empty Container Customs Docs.
- CFS in Container Unloading & loading process
- Port to CFS & Empty Depot Container Movement Transportation Management.