

		CURRICULUM VITAE															
		Objective: To gain a challenging position in a professional and growth-oriented organization in the field of management I work and bring honor to the organization and attain the personal goals by achieving excellence in the field of work. To be Sincere and Honest in my work is the motto of my career.															
VIMAL A. MEHTA																	
<u>Residence Address:</u> 304, Abhilasha Apartment Saru Section Road Jamnagar – Gujarat Phone: +917043348868 E-Mail: v08091974@gmail.com <u>Personal Memorandum</u> Father's Name: Lt. Ashokbhai Mother Name: Sarojben Date of Birth: 08 Sep 1974 Nationality: Indian Marital Status: Married Religion: Hindu (Jain) Passport No.: Z4515425 <u>Computer Proficiency</u> <ul style="list-style-type: none"> • MS Office, Internet & having knowledge of SQL, Cobol, FoxPro & worked on many softwares. • Having Good Typing Speed in English & Gujarati. <u>Skills</u> <ul style="list-style-type: none"> • Reporting • Communication • Presentation • Handling all type Works • Planning & Co-ordination • Leadership <u>Language Known</u> <ul style="list-style-type: none"> • Gujarati • Hindi • English 		<u>Academic Qualification</u> <table border="1"> <thead> <tr> <th>Examination</th> <th>Examining Authority</th> <th>Passing Year</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>B.Sc.</td> <td>Saurashtra Uni.</td> <td>April'95</td> <td>With Chemistry</td> </tr> <tr> <td>D.C.S.</td> <td>Saurashtra Uni.</td> <td>June'96</td> <td>Diploma in Computer Science</td> </tr> </tbody> </table> <u>Professional Qualification</u> <u>(A) LAST ORGANIZATION:</u> I have worked with M/s Shreeji Shipping from 18-Nov-2023 to 31-Mar-2024 as HR Manager. <u>Responsibilities:</u> <ul style="list-style-type: none"> • Recruitment & New Joining formalities. • To Enroll as an Apprentice as per Apprentice Act • Time Office Activity • To Handle Payroll Software. • Monitoring on payment disbursement (All) & handle grievances. • Policies have been generated as per Management & Act. • To generate & manage statutory compliance within time & MIS. • To prepare F&F data & disburse in timeline. • To check & approve Sub Contractor wage bills. • To manage All records in Soft & Hard. • Liaising with Government bodies. • All Admin activities. 				Examination	Examining Authority	Passing Year	Remarks	B.Sc.	Saurashtra Uni.	April'95	With Chemistry	D.C.S.	Saurashtra Uni.	June'96	Diploma in Computer Science
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(B) PRVIOUS ORGANIZATION:

No.	Name of Organization	Designation	Period	Remarks
1	Shreeji Coke & Energy Pvt. Ltd.	HR Manager	15-July-2022 to 30-Jun-2023	
2	Contract Resource Petrochem Pvt. Ltd.	Sr. Executive – HR	26-Aug-2021 to 08-Jul-2022	
3	Reliance Industries Ltd.	Sr. Executive HR-IR & Sr. Executive CS	21-Apr-2015 to 30-Jun-20 01-Jul-2020 to 30-Jun-2021	
4	Essar Project (I) Ltd. Vadinar	Time Office – In charge Asst. Manager – HR-IR	14-Jun-2010 to 30-Jun-2013 01-Jul-2013 to 20-Apr-2015	Through Adecco India Ltd.(Admin Activities also)
5	Reliance Industries Limited.	Computer Operator cum Officer	01-May-2007 to 13-Jun-2010	through Chehar Consultancy
6	District Primary Education Programme(DPEP) At. Post. Ahwa, Dist. Dangs Sarva Shiksha Abhiyan (SSA) Dist. Jamnagar (<i>Central Govt. Project & funding by Netherland & World Bank</i>)	Data Entry Operator cum Office Assistant	29-July-1997 to 30-Apr-2007	Inch. MIS & Account Officer
7	Rajashree Polyfil Ltd. At. Post. Umalla, Dist. Bharuch (B.K. BIRALA GROUP)	Trainee	06-Jan-1997 to 09-Aug-1997	
8	Comutech Computer Education	Teacher	06-Aug-1995 to 31-Dec-1996	

➤ **Responsibilities:**

- Handling payroll system for Staff & workers with Bank Statements & Disbursement Sheet with MIS.
- Working on fallout Salary & disbursed for the same ASAP.
- Handling Time Office & generated MIS of punching data.
- Handling the Outsource Manpower Permit Management (OMPM, 2700+ contractors) & Scrum system – discussion with Respective EIC, Buyer & Vendors, to generate the EP Account Plant, discipline & EIC wise.
- Taking care of All Statutory Compliance under different Acts as Payment of Wages Act, Minimum Wages Act, EPF Act, Contract Labour Act, Workmen Compensation Act, etc.
- Ensuring of Payment witness as per Minimum Wages Act- 1948, timely payment as per Payment of Wages Act- 1936 to all contract laborers & Grievance Handling of Contract Labour relating to delay wage payment, transportation, welfare facilities, etc.
- For Expat case, to collect required documents & verify with Compliance team for Gate pass.
- Taking care of Labour License formalities as per Contract Labour Act means issue Form-3, renew LL, amendment LL & closing LL with all reports.
- Liaising with Government bodies as PF Authorities and Labour authorities.
- Clearance All Contractor's Bills in RCMS (Reliance Compliance Monitoring System) after Checked compliance & WO closer Activity.
- To maintain half year return, yearly return & Gujarat Labour Welfare fund
- To handle fatal case with Vendor & Government bodies.
- To generate MIS daily & Monthly basis for internal consumption, keep watch & surveillance, & provide

inputs to top management for developing IR Strategy to maintain harmonious industrial relation.

- Maintain all Records in Soft & Hard.
- Totally handling & monitoring CLMS (Contractor Labour Management System) & Time Office functions.
- Verification and tracking of Labour Supply Salary bills of contractors
- Monitor & supervise the entire Recruitment Process, Identify & justify the additional Manpower Requirement, get approval from HOD for Requisite Manpower, Document's verification, arrange for Personal Interview & Pre-Employment Medical Test.
- Arrange Induction Programme for New Joiners, Complete joining formalities, advice & support for implementation & interpretation of HR Policies & Procedures.
- Prepare Monthly HRMIS Reports & Submit to HR Head, Prepare Monthly Attendance Report of all employees for salary process, ensure the effective & appropriate implementation of HR policies & procedures which are in place in the organization.
- Looking after the Welfare Facilities for Contract Labour such as Canteen, Rest Room, Washing Facility, Drinking Water, Toilet & Urinal, Labour Colony, etc. coordination of Various Training & Development Programme for CLs such as behavioral Training, Quarterly Reward Function, Safe Driving Training etc.
- To handle CLs grievances regarding delay Wage Payment, Overtime, Attendance, PF and other job-related queries.
- Coordinate & monitor for day-to-day housekeeping of site office & surrounding area, issuance & keep track of stationery, Courier Service, Security, Drinking Water supply, Pantry Services, Mobile reimbursement, SIM distribution, Tea Coupon distribution, Uniform distribution, conference arrangement, etc.
- Coordinate for Staff Accommodation Activities, allotment of room, housekeeping of staff camp, coordination for day-to-day activities, Drinking Water supply, accommodation & Vehicle arrangement etc.
- Coordination and Monitoring Day to day Vehicle deployment, Check & verify Vehicle Logbook & Monthly Bills of hired vehicles, etc.
- To generate PR & completed Service Entry in SAP for Admin Bills.
- Coordination and Monitoring P&M equipment, to generate E - Log sheet, Respective EIC wise after checking documents & approve.
- Tracking & Monitoring on Material with Reconciliation in system.
- Worked on clerical work at District Level like as Inward - Outward Register, TADA Bill,
- Conti. Bill, Payroll system & maintain
- Prepare the Documents & Presentation for Joint Review Mission.
- Telephone, Hotel Booking, Transportation, Guest House, Housekeeping, etc.
- Administration of any activity like as Festival, Picnics, Sports, Meeting, Tour etc.
- I have worked on DISE (District Information System for Education) which is prepared by NIEPA(National Institute of Educational Planning & Administration, New Delhi)
 - Collect the data from Every School & entered in the software, then generated the report of every school indistrict as per requirement.
 - Preparing MIS and other reports
 - Data Analysis on DISE report at State/District/Taluka/School level with Res. Officers, staff, teachers & Sarpanch.
- To teach to All students (Dos, WordStar, Cobol, Dbase etc.) & Administration