



CONTACT

+971 567696468

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Dubai – U.A.E

SKILLS

- Good communication skills
- Quick Learner
- Believe in Discipline
- Easy adaptable to any kind of environment
- Good team member
- Ability to work under pressure

PERSONAL DATA

Date of Birth : 10/03/1994

Nationality : Indian

Gender : Male

Marital Status : Married

Passport No : U1097161

Date of Expiry : 19/11/2029

Visa Status : Visit Visa

LANGUAGES

English, Hindi, Marathi & Gujarati

SHAILESH SHARAD GULIYANA

CAREER OBJECTIVE:

To broaden my knowledge, skills and techniques and be able to contribute on company's success by rendering services to the best of my qualities and to perform my task duties and responsibilities efficiently and effectively to add values to your company.

WORK EXPERIENCE:

1. **Quess Corp : Deputed at AXIS BANK (VIRAR BRANCH)**
Senior Relationship Officer (Home Loan)
From 13th July 2023 To 30 April 2024

Duties & Responsibilities:

- Evaluating credit worthiness by processing loan applications and documentation within specified limits.
- Interviewing applicants to determine financial eligibility and feasibility of granting loans.
- Determining all applicable ratios and metrics and set up debt payment plans.
- Communicate with clients either to request or to provide information
- Justify decisions (approvals/rejections) and report on them
- Complete loan contracts and counsel clients on policies and restrictions
- Update job knowledge on types of loans and other financial services
- Maintain and update account records
- Assess customer needs, explore all options and introduce different types of loans
- Develop referral networks, suggest alternate channels and cross-sell products and services to accomplish quotas

2. **Heavy Engineering Industries & Shipbuilding Co. K.S.C. (Public), HEISCO. (KUWAIT)**
Time Keeper (Shutdown)
From December 2022 To March 2023

Duties & Responsibilities:

- Maintaining an accurate record of labor hours worked by each employee on each job site.
- Communicating with supervisors to provide updates on work progress or any issues that arise.
- Payroll administration, including tracking employee hours and pay rates, calculating overtime pay, and submitting payroll information to Payroll department.
- Calculating timecards based on work orders, including start and end times, breaks, and lunch hours.
- Making sure that timekeeping records are stored securely.

COMPUTER SKILLS

- **MSC-IT**
Word, PowerPoint, Excel, Outlook.
- **TALLY ERP.9**
Creating companies/ Foreign Trade/ Inventory/ Go down creation/ creating vouchers/ Passing journal entries etc.

SOFTWARES USED

- Champaign (Hotel Management)
- E-GARMENT (Garment Software)
- VUDYOG (Garment Software)
- BarTender (Barcode Software)
- Godex (Barcode Software)
- PMMS (Project Man Hour Management System)

- Monitoring timecards for accuracy and making any necessary adjustments.
- Reporting any timekeeping irregularities to supervisors for further investigation.
- Recording timekeeping data on spreadsheets or other computer software programs (PMMS).
- Timekeepers are responsible for tracking the hours worked by employees in their organization. They ensure that everyone is paid fairly for the time they spend on the job, and they may also be tasked with ensuring that employees aren't working too many hours in a single day or week.

3. Parth Apparel, Umbergaon

HR Assistant

From December 2019 To November 2022.

Duties & Responsibilities:

- Perform administrative duties, such as maintaining employee database and sorting emails for the HR department.
- Maintain proper records of employee attendance and leaves.
- Assist HR Manager in policy formulation, hiring and salary administration.
- Submit online job postings, shortlist candidates and schedule job interviews.
- Coordinate orientation and training sessions for new employees.
- Ensure smooth communication with employees and timely resolution to their queries.
- Assisting with day to day operations of the HR functions and duties.
- Providing clerical and administrative support to Human Resources executives.
- Compiling and updating employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Communicate with public services when necessary.
- Coordinate communication with candidates and schedule interviews.
- Assist our recruiters to source candidates and update our database.

4. Veekayem Textile Mills Pvt. Ltd. (Umbergaon)

(Veekayem Fashion And Apparels Limited)

Merchandiser / HR Assistant

From April 2015 To November 2019

Duties & Responsibilities:

- Making electronic challans via EPFO site,
- Making salary register,

- Maintain attendance register,
- Handling Bank work like NEFT, DD.
- Maintain Material Issue Register.
- Printing Barcode through software.
- Making GRN of Daily basis material which is inward.
- Checking Day to Day Material and make GRN of each Bills.
- Maintain Record of material in Excel.
- Making Packing List.
- Taking Reconciliation Report Against the packing list of Exports Goods.
- Coordinate with Buyer (Max / Spencer (2BME) / Raymond) regarding orders of shirts.
- Coordinate with all the departments in Factory including CAD / Sampling.
- Coordinate with Suppliers regarding Trims order for production.
- Internal & external communication,
- Preparations for Final Inspections Documentation.

5. Chetna Consultancy, Umbergaon
Office Assistant
From Mar 2013 – Mar 2015

Duties & Responsibilities:

- Making electronic challans via EPFO site,
- Making salary register,
- Maintain attendance register,
- Handling Bank work like NEFT, DD.

EDUCATION:

- **S.S.C**
S.P.H High School, Bordi., Mumbai Board (2009)
- **H.S.C**
P.G. Junior College, Bordi., University of Mumbai (2011)
- **B. Com (Pursuing)**
N. B. Mehta College, Bordi., University of Mumbai (2014)

DECLARATION:

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai – U.A.E

SHAILESH SHARAD GULIYANA