

# **CURRICULAM VITAE**

## **Dharmeshkumar Baria**

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**Visa Status:** Visit Visa

## **Experience Summary:**

A dedicated and results-driven HR & Administration Manager with over 16 years of experience( 2 years UAE + 14 years India) in leading human resources and administrative functions. Proven track record of driving HR strategy, employee relations, and office administration to ensure smooth organizational operations.

## **Expertise in:**

- Recruitment
- Attendance & Leave Management
- Employee Relations
- HRIS & HRMS
- Knowledge of UAE Labour Law
- Payroll Management and WPS
- Advance Excel & MS Office
- MIS & Dynamic Reports
- Vendor Management
- Contract Labour Management

## **Education :**

**2006 – 2008** **MBA -Human Resource Management** from Sikkim Manipal University, India.

**1999 – 2002** **B.Sc. - Chemistry** from South Gujarat University, Surat, India.

## **Organization Experience:**

**Manager – HR & Admin @ JB rPET Industries Pvt Ltd, Surat from Sep 2024 to April 2025. (PET Scrap to Flakes and Chips – Manufacturing Industry)**

**Strategy Development:** Collaborating with senior management to develop HR and administrative strategies that align with the organization's objectives.

**Reporting and Analysis:** Preparing reports on HR and administrative functions, such as employee performance, turnover and operational efficiency.

**Technology Integration:** Utilizing HR software and tools to streamline HR processes and improve operational efficiency.

**HR Manager @ Credence Ecofibre Pvt Ltd, Kim, Surat from June 2022 to July 2024. (PET Scrap to Recycle Polyester Stapple Fibre – Manufacturing Industry) – Green Field Project**

Company is incorporated in 2021 and I have joined during its construction phase. I have started the work from scratch. I have finished the following task with full accuracy and efficiency.

- Recruitment and onboarding of employees on time to speed up the project. Recruit all levels of employees timely.
- Policies & Processes Design, Implementation and Review.
- Manpower planning and budgeting with management and align with recruitment.
- Attendance management, Implement HRIS/HRMS and Payroll System in ERPNext software.
- Process initiated for various licenses and registrations.

- In Administration Part, Security Management, Canteen Management, Accommodation of Employees and Labour Camp Administration, Vendor Management and transportation.

**Group HR Manager at Detox Group, Surat from April 2021 to May 2022. (During Separation of DIPL and Detox Group)**

Detox Group is a leading provider of environmental advisory and infrastructure services to industries, urban and sub-urban civic bodies to achieve their sustainability goals from early 90's. There are 4 companies under Detox Group.

1. Saurashtra Enviro Projects Pvt Ltd (Pan India Projects)
2. Saurashtra Enviro Projects Pvt Ltd (Heavy Engineering Division)
3. Detox Corporation Pvt Ltd
4. Indigo Seaways Pvt Ltd

**Jazal Engineering & Contracting LLC, Dubai, UAE. From July 2018 to July 2020**

Labour Supervisor/Timekeeper (Construction Site of Lulu Mall – Muwailah, Sharjah, UAE)

**(Green Field Project)**

**Roles & Responsibilities**

- **Manpower planning** related coordination with Construction Manager and Project Manager. Attendance and Leave reporting to HO. **Coordination with PRO** and HO in Visa Processing and Medical.
- Resolve salary and OT related queries of Labours. **Induction** of new hires and make awareness of company policy at site & Labour Management.
- **General Admin Duties** and Manpower Report Preparation. Policy formation, Implementation and measure the consequences Like, Absenteeism, Timing.
- Handling labour issues like, disputes between labours, **Camp administration** related issues and Disciplinary actions, etc.

**HR Manager at Jyoti Hydrotech Pvt Ltd, Surat, India from Feb 2016 to Mar 2018.**

Handling **whole spectrum of HR and Administration** of Chemical & Machine Manufacturing Unit.

**HR Associate (Third Party) at Essar Steel India Ltd from June 2008 to Oct 2015.**

- Handling **Contract Labour Management** of 100 + Contractors. Follow up with all contractors and Make ensure their **Registration, Renewals and Return submissions under CLA**. Verify workers **WC Policy**. Prepare **monthly compliance report** and submit to reporting manager. Take necessary actions under management guidance to maintain 100% compliance.
- **Prepare 3500+ labours payroll** and updating their records. Verify the salary payment and statutory compliances. PF, ESIC and other statutory compliance related bill verification and their reimbursement approvals.

**Personal Details:**

<b>DOB</b>	: 01.02.1980	<b>Language Known</b> :	English, Hindi & Gujarati.
<b>Marital Status</b>	: Married	<b>Nationality</b> :	Indian

Date :

Place : Dubai, UAE

Signature