

CURRICULUM VITAE

MIRAL P. KACHHOT

Millenium Heights
Opp. Suncity Hevan, Nr. Dream city
Ramapir Chowkdi , Nr. Water Tank
Rajkot – 360 005
Gujarat, India.

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OBJECTIVE

A growth oriented profile in a company where my skill knowledge is effectively used for the success of the organization.

QUALIFICATION

COURSE	UNIVERSITY	YEAR OF PASSING	PERCENTAGE
M.S.W	IGNOU	2016	-
B.C.A	Saurashtra University	2010	68%
12 th Arts	G.S.H.S.E.B	2006	78%
10	G.S.E.B	2004	67%

ADDITIONAL CERTIFICATION

COURSE	ORGANIZATION	YEAR OF PASSING	RESULT
COPA (Computer Operator & Programming Assistant)	ITI – AMRELI	2007	PASS
CFN (Certificate in Food & Nutrition)	IGNOU	2013	PASS
FIRST AID	INDIAN RED CROSS SOCIETY	2016	PASS

ACADEMIC PROJECT

Sem-6 project of **BCA** on GUJARAT TOURISAM (Developed PHP base website)

Sem-5 Project of **BCA** on SCHOOL MANAGEMENT SYSTEM

❖ **Nebula Surgical Pvt. Ltd.**

Aug 2017 to Oct 2022 – (5.3 yrs)

Designation: HR Manager

- Recruitment / New Hire Process (Pan India)
- Orienting new employees to the organization
- Attendance & Payroll Management
- Employee Record Maintenance
- Joining Formalities
- Maintain records related to grievances, Performance reviews
- Maintain termination paperwork & exit interviews.
- To maintain HR Policy and SOP's
- Administration work (expanse, Stationery, Housekeeping, Candidates Accommodation)
- Maintain PMS (performance Management System)

❖ **Wockhardt Hospitals - Rajkot**

Dec 2016 to April 2017 (5 months)

Designation: HR Assistant

- Recruitment of Nursing staff & others.
- Joining Formalities & Documentations & Induction to the new joiners
- Preparing of Offer letter, appointment letter & Job Description
- Attendance & Leave Management
- Responsible for Confirmation, Attrition analysis
- Documentation & maintenance of Employee personal file & records.
- Employee engagement activities (R&R, birthday, sports day, dr. day, Etc.)
- Preparing & updating Organization chart with necessary details.
- Maintaining and updating leave records of the employees.
- Maintaining the Manpower Tracking Report
- Employee Satisfaction Survey, Analysis & Findings
- Grievance Management & Employee verification

Left Job due to medical issue in my family

❖ **Atul Motors Pvt Ltd**

Nov 2015 to Feb 2016 (4 months)

Designation: HR Executive

- Recruitment across all the show room.
- Joining Formalities & Exit Formalities
- Induction Training
- Payroll & Attendance Management
- Employee Personal File Management

Left Job because company given transfer to Kuvadawa Workshop of Atul Motors.

❖ **Macpower CNC Machines Pvt Ltd.**

Nov 2013 to Sep 2015 (1.10 yrs)

Designation: Desk Executive (back office & HR)

- To answer calls and directing the calls to the relevant department/division.
- To perform data entry and other software programs for necessary work.
- To maintain Register, courier, material (Inward & outward) (end to end responsibility)
- HR coordination works (Maintain all general correspondence, Recruitment)

Left Job because to get opportunity in HR Profile

❖ **Talwalkars Better Value Fitness Ltd.**

October 2010 to January 2013 (2.3 yrs)

Designation: Desk Counselor

Left Job because better Prospect

PERSONAL DETAILS

Full Name	:	Miral Prafulkumar Kachhot
Date of Birth	:	14th June
Marital Status	:	Married
Gender	:	Female
Language Known	:	English, Hindi, Gujarati
Hobbies	:	Cooking, Traveling, learn new things