

CURRICULUM VITAE



Jaimin C. Pedhadiya

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CAREER OBJECTIVE

I wish to work with an organization that will allow me to integrate my skills with overall corporate goals. I feel to have a great deal to work in any organization that will challenge me to achieve excellence in Executive works, convincing the people as well as personal growth.

EDUCATION QUALIFICATION

Course	Specialization	School/College	Board/University	Year	Percentage
MBA	HR	Geetanjali College - Rajkot	GTU	2020	69.10
BBA	-	Shree Mirambika College - Rajkot	Saurashtra Univerity	2016	68.15
HSC	Commerce	Shree S.V. Virani High School - Rajkot	GHSEB	2013	56.00
SSC	-	Patanjali Vidhyalaya - Rajkot	GSEB	2010	66.00

PERSONAL SKILL

I can do management of a company Employees or other managements of company. I know how to manage peoples and how to solve the problem in short way.

EXPERIENCE:

- 1) I've 1 year Experience in Jyoti CNC automation Ltd. as Jr. Executive.
(Jan-2016 to Nov-2016)

- To Maintain Employee Attendance Sheet, Solve Employee's Queries.
- Prepare Daily Production Report and PPTs'.
- Maintain Shift Schedule of Employees.

Reason for Leaving: Higher Study.

- 2) I've 1 year Experience in Fine Thread Form Industries as a HR Manager.
(Aug-2017 to Sep-2018)

- Time Attendance, Payroll, PF(Generate UAN Online and Updating), ESI(New employee Registration and Updating), Gratuity, Leave Management, Bonus , Loan & Advances,
- Advertising for Vacancies, Employee Recruitment & Selection, Joining Formalities, Documentation of New Employees.
- Attendance Register, Leave Register, Factory License.
- Employee Welfare Activities like Health & Safety, Uniform etc.

Reason for Leaving: MBA Final Examinations...

- 3) I've 2 years' Experience with Gokul Hospital, Kuvadava Road, Rajkot as Senior Executive-HR. (Jan-2019 to Dec-2020)

- Time Attendance, Payroll, PF (Generate UAN Online and Updating, Challan Processing), Payment of LWF, Leave Management, Bonus & other statutory compliances etc.
- Employee Recruitment & Selection, Joining Formalities, Documentation of New Employees, Training and Development, Induction, Exit Interview etc.
- Employee Welfare activities, Motivational Activities, Contract Labour etc.

Reason for Leaving: Completed MBA & Looking for Better Opportunities with Professional as well as Personal Growth.

- 4) I've worked with Twins International as HR. (Mar-2021 to May-2021)

- Time Attendance, Payroll, PF (Generate UAN Online and Updating, Challan Processing), Leave Management, Bonus & other statutory compliances etc.
- SOP Development, Policy Development, Vendor Management.
- Employee Recruitment & Selection, Joining Formalities, Documentation of New Employees, Training and Development, Induction, Exit Interview etc.
- Employee Welfare activities, Motivational Activities etc.

Reason for Leaving: Company Shutdown.

OTHER SKILLS

- Basic Computer Knowledge, Ms Office, Good Communication Skills.

Personal Profile	
Name	Jaimin C. Pedhadiya
Father's Name	Chimanbhai Pedhadiya
Correspondence Address	Vrundavan Villa-3, Near Satellite Chowk, Radha-Meera Main Road, Morbi Road, Rajkot-360003.
Permanent Address	Vrundavan Villa-3, Near Satellite Chowk, Radha-Meera Main Road, Morbi Road, Rajkot-360003.
Contact No.	7600681768
Date of Birth	30th March, 1995
E-Mail	jaymeen.p.133@gmail.com
Languages Known	Gujarati, Hindi, English

INTEREST & ACTIVITIES

- My Co-Curriculum activities include playing / watching cricket, Kabbadi, Kho-Kho, Internet Surfing, socializing with friends & People, Curious for Learning New Things.

DECLARATION

I hereby declare that the information finished above is true to the best of my knowledge.

Jaimin C. Pedhadiya