

Abhay Vaghela

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Address: Khamta , Paddhari

Dist:- Rajkot

Pin code:- 360110

Career Objective :

Obtain a challenging position where I can utilize my skills and abilities with dedication and determination. I aim to contribute to the institution's goals while enhancing my professional growth and advancing my career.

Strengths :

- Eager to learn new concepts and adapt to changing environments.
- Innovative problem-solver with a proactive approach.
- Excellent at assessing and responding to critical situations.

Work Experience:

HR& Administration Assistant

Ktex Nonwoven Pvt.Ltd

Last 1 Year To Present

Nature of work: Independently Handling Time Office:

Recruiting the workers based on their skilled ,fulfilling the Manpower as per the requirement for Production and other departments. Preparing the Absenteeism Report shift wise and forwarded To Unit Head and concerned departments, Counseling the workers those who are frequent absenteeism, Preparing the pay sheets independently based on the muster roll and punching

system, Monitoring the Punching system for workers ,Registering the New workers in punching system ,Maintaining the Absenteeism
Percentage registers,Latecoming Registers ,Handling the Grievances of colony employees and Solving their problems, attending the welfare activities.

Dispatch Supervisor

Rahil Foam Pvt. Ltd., Khamata

July 2023 -

- Supervise dispatch operations and manage logistics to ensure timely delivery of products.
- Coordinate with warehouse and logistics teams to streamline processes and resolve issues.
- Maintain accurate records of shipments and inventory levels.

Quality Control Officer & Packing In-Charge

Tribhuvanspintex Pvt. Ltd., Padhdhri

July 2022 - June 2023

- Conduct quality checks on products to ensure they meet company standards.
- Oversee packing processes, ensuring efficient and accurate packaging.
- Implement process improvements to enhance product quality and operational efficiency.

Cashier

Brand Factory, Rajkot

July 2021 - June 2022

- Managed transactions and handled cash with accuracy.
- Assisted customers with purchases and provided excellent customer service.
- Maintained a clean and organized checkout area.

Qualifications

- B.A. – Saurashtra University
- H.S.C.
- S.S.C.

Skills

- Proficient in basic computer applications and Microsoft Excel.
- Strong leadership abilities and team management skills.
- Excellent communication skills, both verbal and written.
- Capable of executing tasks efficiently and achieving desired results.

Hobbies

- Traveling
- Internet and social media
- Reading- Sports

Declaration

I confirm that the information provided above is accurate to the best of my knowledge and that I am responsible for any discrepancies that may arise from incorrect information.

Yours Faithfully,

Abhay Vaghela