

RESUME

SAILESH LALJIBHAI RATHOD

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Career Objective:

To make a remarkable career working with an organization and through which I can learn and get expertise in work and achieve organization's objectives along with achieving my personal benefits.

Core Competencies:

- Quick learning professional, willing to accept responsibilities, dedicated, hardworking.
- Well versed with computer and Internet along with its application like MS Office, MS Outlook.
- Strong problem solving, interpersonal skills, ability to interact with people at all levels depending up on situation.
- Well versed and comfortable to work in advanced environment.
- Good written and spoken communication skills.
- Ability to work in an environment of challenges and urgency.

Professional Qualifications:

- **H.S.C.** passed with 54%, second class from Gujarat Higher Secondary Education Board (GSEB) in 2006, India.
- **B.COM.** passed with 58%, second class from Saurashtra University in 2009.
- **M.S.W.** passed with 68.62%, first class from Saurashtra University in 2011.
- **P.G.D.H.R.** passed with 74.50%, Distinction from BAOU, Ahmedabad in 2021.
- **M.B.A.** passed with 7.74 CPI, from GTU, 2022.

Educational Experience

- Work with Laxya trust and Bolbala charitable trust for 6 months as a part of study.
- Work with Sarvodaya charitable trust as coordinator for one year.

Experience Profile:

1. INHOUSE INCORPORATION, Morbi.

(From June, 2021 to till the date.)

JOB PROFILE: - Overall Responsibility of HR Dept. as H.R. Executive.

- Legal Compliance.
- Recruitment, Selection & Salary, Staffing.
- HR Reports. Payroll,
- HR Policy Implementation.
- Employee Engagement, Staff Insurance.
- General Administration & Documentation.
- Training and Induction of new joining Employee

2. ACBEX GLOBAL PVT. LTD. (QSEC Tiles) Rajkot.

(From June, 2020 to June, 2021)

JOB PROFILE: - Overall Responsibility of HR Dept. as H.R. Manager.

- Legal Compliance.
- Recruitment, Selection, Salary, Staffing.
- Manages of Recruiting portals, Taking Telephonic Interviews.
- Time management, HR Reports.
- Payroll.
- HR Policy Implementation, Insurance.
- Employee Engagement.
- General Administration & Documentation.
- Training and Induction of new joining Employee

3. KHEDUT AGRO ENGINEERING PVT. LTD, Shapar – H.R. MANAGER

(From 2nd October, 2019 to 18th March, 2020)

JOB PROFILE: - Overall Responsibility of HR Dept. as H.R. Manager.

- Legal Compliance.
- Recruitment, Selection, Salary, Staffing, Duty of Employee.
- Time management, HR Reports.
- Payroll.
- HR Policy Implementation.
- Corporate Communication & Participation in CSR activities.
- General Administration & Documentation.
- Management of H.K. & Maintenance Dept.

4. GOKUL LIFE CARE PVT. LTD. RAJKOT – H.R. MANAGER

(From 8th March, 2014 to 10th September, 2019.)

JOB PROFILE: - Overall Responsibility of HR Dept. as H.R. Manager.

- Legal Compliance under various Employee Legislation.
- Contract Employee Management.
- Recruitment, Selection & Separation, Salary, Staffing, Duty of Employee.
- Time management, HR Reports, Payroll, HR Policy Implementation.
- Corporate Communication & Participation in CSR activities.
- General Administration & Documentation.
- Management of H.K. & Maintenance Dept.

5. COASTAL GUJARAT POWER LTD (A Tata Power Co. at Mundra - Kutch)

Under Contractual (May -2012 to Sept. -2013)

JOB PROFILE: - Overall Responsibility **Training Dept.**

- Training and Induction of new joining Employee
- Conduct the Training regarding work with Safety
- Arrange Video show (Night show at Labour Colony)
- Take a Tool box meeting
- Visiting of work place and Colony etc.

Software Uses:

- Reatime software,
- PayTime Standard,
- Smart Office Suite

Personal Particulars:

Date of Birth: 15th December, 1988.

Gender: Male.

Language Known: Gujarati, Hindi and English.

Nationality: Indian.

Marital Status: Married.

Yours faithfully,
(S. L. RATHOD)