

Hiren Gadhvi

(B.Com, M.Com, MBA, PGDHR)

Permanent Address:-

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Rajkot

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Personal Details

- Date of Birth : 23rd April, 1980
- Marital Status : Married
- Languages Known : English, Hindi, Gujarati

Educational Qualification :

- B.Com : Saurashtra University, Year 2001, 60.00%
- M.Com : Saurashtra University, Year 2003, 53.12%
- MBA : Sikkim Manipal University, Year 2007, 60.59%
- PGDHRM : Dr. Babasaheb Ambedkar Open University, July 2016, 66.38 %

Work Experience – 15 Years

Organization : H. J. Doshi Hospital, Rajkot

Position : Administrative Officer

Duration : From May 2018 to continue

Work Profile :

- Working as an Administrative officer of large and reputed organization, managing all activities like HR Management, Public Relation, Security, House Keeping observation and various type of Documentation of administrative Department etc..
- Managing Legal matters of Hospital
- Public Relation
- Personnel management from planning to Exit of employee, Disciplinary matters
- Handling emergency situations of Hospital
- Liaisoning with various department of government
- Handling Public and Patients Grievances and solve the problems
- Handling employee Grievances and give solution of problem

Organization : Gujarat Water Supply and Sewerage Board, Gandhinagar, Gujarat
(A Government of Gujarat Enterprise)

Position : Manager Corporate Planning.

Duration : 4 Years 5 Month (From 27 February 2012 to 03rd October 2016)

Work Profile :

- Work of Monitoring and planning department (like Management, Planning, documentation, Reporting, Administrative work etc..)
- Liaisoning with various department of State like Narmada Nigam, Education, Industries, Statistical and Economics, Agriculture and Co-operation, etc...
- Database preparation & Management, Analysis & reporting for Monitoring planning department and Ministry of Water Supply, for future planning and fast monitoring of state's water supply activity
- Special task handle like vibrant Gujarat, field visit, helping in preparing documents related to vidhan sabha session etc..
- Co-ordination and support to higher authorities of Government as well as regional officers/offices.

Organization : IVFSL subsidiary of ING Vysya Bank Ltd.

Position : Support Executive, Business Banking Dept., ING Vysya Bank Rajkot Branch

Duration : 1 Year 4 Months (18th October 2010 to 23 February 2012)

Work Profile :

- Preparation of Legal Documents for Mortgage, Takeover process and concerned procedures.
- Preparation of Process note related to various Loans, Scrutiny of loan documents and credit calculation for process note.
- Renewal and Review procedures of business loan, documentation, Disbursement support activities etc..
- Conducting activities concerned to Legal department, sub registrar office, Mortgage activities. CIBIL Investigation, coordination with penal Advocate and Penal valuer of the bank.
- Administrative work of my department
- Provide coordination to Relationship Manager, Branch Manager
- Public relation – Support to new and old Customer

Organization : M.N.Manvar & Co., A Leading Chartered Accountant Firm

Position : Assistant Audit & Administration

Duration : 5 Year 5 Month (1st May 2005 to 16th October 2010)

Work Profile :

- E-filling (Electronic filling) of various forms, Documentation work.
- Preparation of financial and non financial documents.
- Handling Routine Audit & Audit report.
- Ministry of Corporate Affairs (MCA) matters required for Private and public limited companies.Preparation and E-filling of various documents of MCA/ROC.
- Management of Documents and Office Administration.
- Handling Service tax related activities, Preparation of calculation sheet of ST and Prepare documents as per Excise department.
- Coordination and management of team of 10 Article assistants

Computer proficiency

- M.S. Office
- Internet, E- mail, form E-filling etc...