

BHARAT KARANGIYA

At.Nanduri, Ta.Lalpur, Dis.Jamnagar - 361170



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bharatkarangiya2000@gmail.com



To be Successful Professional as a Admin in Globally Respected Company. Where I can use my knowledge of Payroll, Excel & Manpower Management. I wish to contribute towards Accomplishment of Organizational Goal through my Experience, Hard Work & Creativity.

Experience

JUNE 2021 - PRESENT

Human Resources Assistant/Shree Samarth Group Of Companies – Jamnagar

- Managing employees attendance sheet & payroll.
- Maintaining employees record & documentary work.
- Managing daily data report.
- Monitoring employees performance and development process.

Skills

- Payroll
- Excel
- Communication
- Manpower Management
- Employee Relation

Education

Bachelor Of Business Administration/Saurashtra University, Jamnagar

03/2020

HSC/GSHEB, Jamnagar

03/2017 – 59.86%

SSC/GSEB, Jamnagar

03/2015 – 52.5%

LANGUAGE

- English
- Hindi
- Gujarati