

VIKAS DESAI

Call: +91 9725405194

Email: vicky0901@gmail.com

Location: Vadodara

LinkedIn:

https://www.linkedin.com/in/vikas-desai-4475914?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

SUMMARY

Seeking to challenge myself with new opportunities and create a lasting impact on the communication channels between management and employees utilizing my experience in managing all functions of the HR division.

EXPERIENCE

04/2021 - Present

Vadodara, Gujarat, India

Human Resource

E-Com Square Sourcing Private Limited

(Previously known as Blueberry & Ecommex Sourcing Private Limited)

Job responsibilities:

- Manage payroll of 60+ employees (on-site)
- Daily attendance and Leave management.
- Prepare monthly Details for PF, ESIC, PT
- Day-to-Day operations of the HR functions like employee communication, problem solving and/or any other issue
- Provide clerical and administrative support/vendor management/maintenance.
- Maintain and update employee records (hard and softcopies)
- Preparing various letters like offers, appointment, confirmation, increment, warning letters, experience/ relieving letter, etc.
- End to End recruitment (knowledge of Naukri, LinkedIn, indeed, Work India, Apna, Facebook job groups, And/or personal groups)
- Taking Personal rounds of interviews
- Developing employee engagement programs like Celebrations - Birthdays, Festival, Games Playing and other company events
- Housekeeping, Monthly inventory, Grocery, Stationary management
- Handle Petty cash, all daily expenses, and keeping track of all monthly bills
- Meeting preparation, Basic MOM points
- Keep in touch with all seniors / Department HOD's to track records of all team members performance

12/2019 - 03/2021

Vadodara, Gujarat, India

HR and Admin Executive

Varenyam Healthcare Pvt Ltd

Job Responsibilities

- Manage payroll of 100+ employees
- Daily attendance and making salary.
- Keeping track of employees' attendance /absenteeism
- Prepare monthly challan process of PF, ESIC, PT
- Assist with day-to-day operations of the HR functions and duties.
- Provide clerical and administrative support to Head office.
- Compile and update employee records (hard and softcopies)
- Conducting telephone and Personal interviews in coordination with department heads
- Issuing a Letter of Offer to the selected candidate also Conduct initial orientation to newly hired employees Process documentation.
- Deal with employee requests regarding human resources issues, rules, and regulations and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.)
- Preparing various letters like offers, appointments, confirmations, increments, transfer letters, Absenteeism notices, warning letters, experience/service certificates, relieving letters, etc.
- Developing employee engagement programs like initiating and administering a welcome-mailed Celebrations - Festival, and other company events.

EXPERIENCE

01/2017 - 12/2019

Savli, Gujarat, India

Senior Executive Hr and admin

Kshipra Medical equipment

Job Responsibilities

- HR Administration
- Taking care of overall Administration related activities
- Petty cash management
- Stationery Management
- Find new vendors as per requirement & coordinate for timely service equipment. Pest control management
- Taking care of Travel & Accommodation of visitor

01/2015 - 01/2017

Vadodara, Gujarat, India

PCM/ADMIN

Dr. Batra's International

PCM(Patient Care Manager)

Job Responsibilities

- Administration of Branch
- Co ordinate with new and existing patients
- Follow up with them
- Coordination with Head office and Senior doctors

12/2011 - 01/2015

Vadodara, Gujarat, India

Executive HR and Admin

Kshipra medical equipment

- As per above given details (at that time more work doing in admin profile)

07/2008 - 05/2009

Location

Trainer of Hospitality

Dr. Reddy's foundation (NGO)

Job Responsibilities

- Counselling the student
- Documentation
- Subject Training Project work
- Parents Meetings
- Placement guideline and recruitment coordination

EDUCATION

2019

HR Generalist Practical Training

HR Dairy

01/2003 - 12/2006

Bachelor's degree, B.A

Maharaja Sayajirao University of Baroda, Vadodara

SKILLS

Communication

Organizational

Decision-making

Onboarding

Administrative skills

Social Media Platforms

Saral Payroll Software

LANGUAGES

English

Advanced

Hindi

Proficient

Gujarati

Proficient