

VIRAL VYAS

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M.L.W. – HR & IR Specialization / Sr. Executive – HR with **over 6.5 years** of experience in managing HR situations, knowledgeable in a wide variety of professional disciplines and an expert in identifying & hiring through various sources; targeting middle level assignments in **HR Management** with an organization of high repute.

Location Preference: Rajkot, Ahmedabad, Pune, Bangalore.

Career Objective:

I would like to work with an organization, team and responsibilities where I grow socially, economically and on knowledge perspective. To seek full time opportunity to develop my professional as well as personal skills and to contribute the maximum in the success journey of the organization that provides ample opportunities to learn and to contribute. I believe in **श्रमम् विना न किमपि साध्यम्** (Without effort nothing is possible).

Profile Summary:

- Offering over **6.5 years of experience** in all **Human Resource Administration Functions**.
- Presently associated with, **Tirth Agro Technology Pvt. Ltd. – Shaktiman - (Sr. Executive - HR)**
- Completed **Post Graduation in Master of Labour Welfare Specialization in HR, IR and Legal Compliances**.
- Proficient in ensuring **smooth implementation of HR policies** for recruitment, selection, induction employee's development.
- Maintaining **Payroll Management (All Policies Making, Salary, Bonus Calculation, Policies Making, Leave**
- **Encasement, Incentives and Legal Compliances work (PF, ESIC, WC, PT, Factory Act Registers, etc.)**
- Gained experience of working in **close coordination with Consultants, Job Portals and Colleges for short listing suitable candidates**.

Expertise:

Recruitment, // Resourcing, // Induction & Orientation, // Employee Engagement, // Employer Welfare, //Policy Formation//Employee Skill Matrix, //Training & Development, //Report Preparation, // Payroll, //Employee Life Cycle Management, //Statutory Compliance, //Safety, 5's & Kaizen Activity.

Career Scan:

- 1) Since **May.19 to Cont.** With **Tirth Agro Technology Pvt. Ltd. (Shaktiman)**
As a **Sr. Executive – HR** (Manufacturing Company of Agriculture Machinery)
- 2) Since **Apr.18 to Apr.19 (1 Year)** With **Macpower CNC Machines Limited.**
As a **Sr. Executive – HR** (Manufacturing Company of CNC, VMC & Machines)
- 3) Since **Feb.17 to Mar. 18 (1 Year 1 Months)** - with **Aan Motors Pvt. Ltd. - As an Executive –HR**
(Formerly known as Authorized Dealership of Honda Cars.)
- 4) Since **Jan. 13 to Jan. 17 (4 Years)** - with **Atul Motors Pvt. Ltd. - As an Executive – HR**
(Formerly known as Authorized Dealership of Maruti Suzuki Cars.)

Roles & Responsibility:

1) Organizing Role:

- Responsible for firm to **established its structures** and determines the **authority, responsibility and accountability of each member in relation to the job.**
- **Establishing** Department and Divisions.
- **Delegate Authorities** to the team members.
- **Establishing channels** of authority and communication.
- **Create the system to coordinate** the works of the members.

2) Recruitment Role:

- Responsible to take **approval of Manpower requisition** which is received from **process owner.**
- Responsible to **identify the hiring need.**
- He is responsible **for identify education & Qualification requirement.**
- **Interview Planning** with Process Owner.
- **Shortlist candidate** and offer the same.
- **Negotiation for Salary and Finalized Suitable Candidate.**
- Responsible to **Maintain Resource of Manpower.** (Internal/External).
- Recruitment Management (**Plant Level Workers & Contract Workers**).
- **Evaluation** of Recruitment of Candidate.

3) Staffing, Training & Development Role:

- Determining the type of people to be hired.
- Recruiting prospective employee and selecting the best once from them.
- **Training & Development activities** i.e. Induction, Orientation programs etc.
- Responsible for ensuring the **On Job training** is provided **in co-ordination with the Manager-Production.**
- **Probation review** of New Join Employee **after 3 Months and 6 months.**
- He is responsible for prepared **training plan, Skill Mapping and Employee History Card.**
- Coordinates all Human **Resources training programs, and assigns the authority/responsibility of Human Resources and managers** within those programs.
- Provides **necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.**
- Establishes an **in-house employee training** system that addresses **company-training needs including training needs assessment, new employee on boarding or orientation, management development, production cross training, the measurement of training impact, and training transfers.**
- **Counseling the employee.**
- Setting **Performance standards and evaluating employees' Performance.**
- Responsible for **maintain Safety Environment in organization.**

4) Policy & Process Maintain Roles:

- To Maintain **HR Policy and Procedure.**
- **Personnel & Payroll Management.**
- Conducts a continuing **study of all Human Resources policies, programs, and practices** to keep management informed of new developments.
- Partners with management to communicate Human Resources policies, procedures, programs, and laws.

5) Performance Management Role:

- Manage **Performance Management Systems**.
- Responsible for **identifying the competence required for performing the activities throughout the organization**.
- Responsible for **improving competence & skills by providing & evaluating the effectiveness of trainings as per the identified requirement**, for personnel performing work affecting product quality.
- Responsible for ensuring **the awareness of Quality Policy & Objectives of the relevant processes & personnel**.
- Handling overall **Factory Administration** i.e. **Security, House Keeping, Canteen, Transport** etc.
- Leads the implementation of the performance management system that includes, **Performance Development Plans (PDPs) and Employee Development Programs**.
- Leads the development of **department goals, objectives, and systems**. Provides leadership for **Human Resources strategic planning**.

6) Legal Compliance Role:

- Liaison work of **Gujarat Factories Rules**.
- Liaison work of **PF, ESI, Apprentice Act, CNV Act, Bonus Act, Contract Labour Acts**.
- Government **Audit and inspection Work**.
- Managing **Statutory Compliance-Social Compliance Audits**.
- **Monthly / Yearly Legal Compliance Work and Return Filing** to State / Center Govt.

CORE SKILLS:

Good Communication // Time Management // Self-Motivation // Adaptability // Teamwork
// Leadership // Ability to Work under Pressure // Decision Making // Honesty // Sincerity.

EDUCATION CREDENTIALS:

- Master of Labour Welfare with HR and Admin specialization with Distinction. (Sau.Uni.2nd)
- HSC (Commerce) from Gujarat Board with First Class.
- SSC from Gujarat Board with First Class.

DISSERTATION & PROJECTS:

Dissertation: **“A Research on Factors Affecting Absenteeism Employees.”** (At - Atul Motors Pvt. Ltd. Rajkot. Duration - 1 Month)

Projects:

General H.R. Functions Project (At - Jyoti CNC Automation Ltd. Duration – 1 Month)

“Employee’s Job Satisfaction” (At - Marwadi Shares & Finance Ltd. Duration – 1 Month)

“Employee’s Participative Management” (At - Falcon Pumps Pvt. Ltd. Duration – 1 Month)

ACHIEVEMENTS:

- Saurashtra University 2nd in Post-Graduation
- Clear Scope Examination Up to level 2.
- Done Govt. Certified Computer Hardware Program me.
- Participate in Gujarat State Level Badminton Championship.

COMPUTER PROFICIENCY:

- Operating system (XP, Windows 7, Windows 8)
- MS Office (MS Excel, MS Word, MS PowerPoint)
- Computer Hardware

PERSONAL PROFILE:

- Name – Viral Vyas
- Father – Maheshbhai Vyas
- Mother – Daxaben Vyas
- DOB – 24-11-1988
- Marital Status – Married
- Address – “BHAKTI” 3/5 Gayatrinagar, Nr. Jalaram Chowk, Rajkot, 360002

REFERENCES:

- Available as per required.