**HARSHAD PURABIYA**

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**Address:**204, Part 2A, Samarpan Flat, Nr. Cadila Bridge, Ghodasar, Ahmedabad, 380050 (IN)

**PROFESSIONAL SUMMARY**

Results-driven, senior-level professional equipped with MSW and 7+ years of verifiable success managing human resource, Administration and Operation functions for high-level to global & Local organizations. for the working in different department & Designation make me Multi-Tasker.

**EMPLOYMENT HISTORY**

**Feb. 2018 – Present Ahmedabad, Gujarat**

**Sr. Operation Executive, Adi enterprises**

* Vessel planning activities prior to the ship arriving to port
* Ensures the load and discharge is performed accurately and timely
* Responsible for Making Sales confirmation & Sales Order for all Ports
* Responsible for Interact Billing and accounting team for Invoices purposes.
* Responsible to Coordinate with Vendors & Customers for Leading sales and Payments
* Completes required documents associated with operations in an accurate and timely manner
* Other duties as assigned
* Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.

 **Branch in Charge, Accenture Solution Pvt Ltd.**

**Aug. 2015 – Dec. 2017Ahmedabad, Gujarat**

* Examine, evaluate, or process loan applications.
* Approve, reject, or coordinate the approval or rejection of lines of credit or commercial, personal loans.
* Establish procedures for custody or control of assets, records, loan collateral, or securities to ensure safekeeping.
* Oversee the flow of cash or financial instruments.
* Prepare operational or risk reports for management analysis.
* Evaluate financial reporting systems, accounting or collection procedures, or investment activities and make recommendations for changes to procedures, operating systems, budgets, or other financial control functions.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
* Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.
* Make travel arrangements for office personnel.
* Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.

 **Assist. Executive-HR-Admin Dept., Kalptaru Buildtech Corporation LTD**

 **Jun. 2012 – Aug. 2015Ahmedabad, Gujarat**

* Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
* Interpret and explain human resources policies, procedures, laws, standards, or regulations.
* Hire employees and process hiring-related paperwork.
* Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
* Process payroll system.
* Schedule or conduct new employee orientations.
* Conduct reference or background checks on job applicants.
* Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
* Coordinate with outside staffing agencies to secure temporary employees, based on departmental needs.
* Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
* Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.
* Complete and mail bills, contracts, policies, invoices, or checks.
* Process and prepare documents, such as business or government forms and expense reports.
* Complete work schedules, manage calendars, and arrange appointments.
* Make travel arrangements for office personnel.
* Inventory and order materials, supplies, and services.
* Maintain records pertaining to inventory, personnel, orders, supplies, or machine maintenance.
* Arrange for necessary maintenance or repair work.

**EDUCATION**

**Mar. 2012**

**Master of Social Work: HRM**

* Sardar Patel University - Anand, Gujarat

**Mar. 2010**

**Bachelor of Arts: Economics**

* Sardar Patel University - Anand, Gujarat

**Aug. 2008**

**Diploma in Computer Application**

* Society for information Technology development - Anand, Gujarat

**SKILLS**

M.S. OFFICE, DTP, FOXPRO, TALLY 7.2, INTERNET, SAP B1, CBS, SFDC.

**PROFESSIONAL TRAINING**

* **Rural**: - Worked as a Promoter in Jitodiya VILLAGE **(ANAND)**

 : - Attend Rural Camp at SUMERU, **KARJAN**

* **NGO:** - Worked **as** a Trainee in Koshish N.G.O.**(ANAND)**
* **Medical:** - Worked as a Trainee in Karmasad Medical, **Karmasad**
* **Industry**: - Worked as a Trainee in Real Namkeen industry, **Nadiad**

**PROJECT STUDY**

* I have undergone the summer project study on the topic **“**A Study of social economic condition of Contract laborer of **GMM PFAUDLER LTD, V.V NAGAR.**

**PERSONEL DETAILS**

**Date of Birth**  **:** 01-11-1988

**Marital Status :** Married

**Languages** **known :** Gujarati, English and Hindi

**Nationality**  **:** Indian

**Hobbies :** Reading News Paper, Play Sports Games, Cricket & Football