

# **CURRICULUM VITAE**

Address:-

Mr. Vinay kumar upadhyay

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Siddrath Banglaw Vadodara

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I intend to work in a creative and challenging environment where I could constantly learn and successfully deliver solutions to problems.

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## **WORK EXPERIENCE (HR & Admin)**

- 1. Currently Working in Parikh Construction Company (Vadodara) from 25.05.2018 to till date as an HR Manager.**
  - 2. Worked with M/S Reliance industries Limited (Through H'reck Engineers Pvt Ltd) at Motikhavdi Jamnagar Gujarat from 09.12.2014 to 22.05.2018. as an Administrator (HR & Admin Officer)**
  - 3. Worked with M/S Larsen & Toubro Ltd ECC Div. (Through K.M. Associates) at Ultra tech Cement Limited (Chittorgarh Rajasthan) from 18.03.2013. To 01.12.2014. (HR & I.R.assitant.)**
  - 4. Worked with M/S Larsen & Toubro Ltd ECC Div. (Through K.M. Associates) at Mall of India (DLF) from 05.12.2011. To 14.03.2013. (Time office In charge )**
  - 5. Worked with M/S Larsen & Toubro Ltd ECC Div. (Through K.M. Associates) at Nestle India limited Samalkha Panipat (H.R) from 23.06.2010 TO 01.11.2011. (HR & I.R.assitant.)**
  - 6. Worked with M/S Larsen & Toubro Ltd (M/S APEX LOGISTICS) Honda SIEL Car Project Bhiwadi Rajasthan) From 13.08.2008 To 15.05.2010. (HR & I.R.assitant.)**
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## **JOB RESPONSIBILITIES**

### **Contract Labour Management**

- Ensure to License under contract labor(R&A), Registration, Renewal.
- Statutory Compliances and Legal
- To manage Wages Administration
- Assisting with grievances
- Maintaining emergency preparedness and Coordinate to EHS Dept. For mock drill at site.
- Monthly, Quarterly, half yearly & Annual Bonus Statements.
- To maintain the Register of workmen, History Book, Muster Roll/O.T. Register/Wages Register, Register of Advance ,Register of Deduction, Register of Fines, Register of Unpaid Wages, Register of Accident etc.

### **Human Resource Management**

- Selection recruitment of departmental staff

- Joining Formalities
- Compensation and benefits
- Employee engagement
- To manage the late comings/absenteeism.
- Monitoring & Evaluating the S/c performance time to time.
- Assists with ensuring fair disciplinary practices are maintained.

### **Administration Work**

- Office & Facilities Management,
- Liaison with external agencies related to the project work,
- Travel arrangements for official tours
- Allotment of hutment and accommodation to labour and new staff
- Canteen Management according to Contract Labour State Rules
- Vender Management and contract issue and renewal on time
- Colony Arrangement like drinking water and Raw water with Electricity connection
- Guest House arrangement and guest management

### **Self Review of the performance/Achievement form the year 2008-2018**

- Effective Provision for Labour Colony has been contracted close to the plant premises with easy access to the site, save transportation and cost of workmen.
- Maintained harmonious working environment and good industrial relation to produce better productivity.
- Maintained statutory compliance as per Contractual Requirement.
- Screening has been conducted more than 2000 workmen and Ensure timely payment & welfare to workmen.

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## **EDUCATION**

- M.Com from Gorakhpur University UP in 2008
- B.Com from Gorakhpur University UP in 2006.
- <sup>12</sup>th from UP Board of School Education Allahabad in 2002
- <sup>10</sup>th from UP Board of School Education Allahabad in 2000.

### **Computer Proficiency:-**

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| • Operating systems   | Windows XP |
| • System Applications | MS Office  |

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## **Area of Interest**

I.R, H.R. & Administration

### **Personal Profile:-**

Name	Vinay Kumar Upadhyay
Father's Name	Mr.Awadesh upadhyay
Permanent Address	Vill-Badhouna Hardo, Post-Mouna grawa Dist-Deoria (U.P) Pin- 274604

Date of birth	3 January 1986.
Nationality	Indian.
Marital Status	Married.
Language Known	English, Hindi
Hobbies	Reading books, newspaper, and listening to music.

I hereby declare that all above information is correct to the best of my knowledge.

**Date: 21.11.2018**

**Place: Vadodara**

**Signature**