

KAPIL BHATT

HEAD HR

• +91 9727188200 • kplbhatt9@gmail.com • in.linkedin.com/in/kplbhatt • Ahmedabad Gujarat

SUMMARY

12+ years managerial experience in Human Resource Management and Administration, have expertise in the areas like MIS, HR operations, Recruitment, Performance appraisals, Compensation & Benefits, Statutory & Legal compliance, etc.

9 years experience of handling 1500+ employees with a team strength of 8 members.

Good ability to achieve superior results resourceful, goal-oriented, communication and analytical skills with the ability to work under pressure and multi-tasking in a fast-paced environment.

Proactive Human Resources Manager with exceptional ability to leverage talent and best practices to drive organizational effectiveness. Trusted business partner with track record of consulting with executives to influence business decisions.

Multi-talented Human Resources Manager, successful at streamlining costs and maximizing company profile in the job market. Versed in EEOC and other relevant compliance statutes. Excellent organizational and time management skills with the ability to prioritize and manage multiple tasks.

EXPERIENCE

Wings Tech Solutions Pvt. Ltd, Ahmedabad — Head HR

Feb 2019 - PRESENT

Led team of four overseeing all aspects of HR and Finance

- Streamlined HR efficiencies, coordinated new hire orientations, and provided onboarding and training for new employees.
- Developed succession plans and promotion paths for all staff.
- Coordinated activities of the human resources team, distributing resources and personnel effectively across organization to meet HR needs.
- Forecasted expected personnel demands and developed forward-thinking approaches to achieve objectives.
- Created and implemented forward-thinking initiatives to improve employee engagement.
- Worked with managers to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes.

Apollo Pharmacy Unit of Apollo Hospital, Ahmedabad — Senior Executive HR

Feb 2010 - Jan 2019

- Aligned organizational objectives with company mission, increasing revenue, profit and business growth by collaboratively developing integrated strategies.
- Enabled revenue generation by pursuing partnerships, sourcing funding and capitalizing on market opportunities.
- Identified and solved issues with production, workforce and material sourcing to drive business objectives.
- Mitigated financial discrepancies by efficiently managing budget and payroll operations.

New Tech Forge & Foundry Ltd, Kutch — Supervisor HR

Jul 2007 - Jan 2010

- Maintained an excellent attendance record, consistently arriving to work on time.
- Monitored all company inventory to ensure stock levels and databases were updated.
- Used Microsoft Word and other software tools to create documents and other communications.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.

SIGNIFICANT CONTRIBUTIONS

- On the basis of my past performance, Apollo Pharmacy had given me full Responsibility for a new startup of SVP hospital - Ahmedabad. And they felt proud of their decision.
- Taken responsibility to face Deloitte Audit in two Regions and compiled successfully without query. As a reward got an appreciation email from the Deloitte Chennai team and from Apollo Top Management.

PROFESSIONAL SKILLS

- | | | |
|-----------------------------------|------------------------------------|------------------|
| • Positive Communication | • Administrative Expertise | • HRM Knowledge |
| • Proactive in Recruitment cycle | • MIS | • Implementation |
| • Sensitivity and language skills | • Analytically driven and oriented | • Team Work |
| • Target-oriented output | • New Startup / Initiatives | • Planning |

TECHNICAL SKILLS

- | | |
|---|-----------------------------------|
| • Microsoft office. (Professional in Excel). | • Adrenaline HR Software. |
| • Tools like Trello, Slack, Evernote, Keep note, etc. | • Web & Social Media utilization. |

KEY ATTRIBUTES

- Critical thinker with strong analytical skills.
- Always defensive for the team and reactive for work.
- Enthusiastic to do difficult and tough tasks
- Believe in smart & quality work.

EDUCATION

Master of Business Administration, Ahmedabad — HR

Nov 2011 - Apr 2013

Bachelor of Commerce, Rajkot — Accounting & Finance

Apr 2004 - Jun 2007

LANGUAGES

- English - Professional
- Hindi - Expert
- Gujarat - Native

PERSONAL DETAILS

Date of Birth: 16th July 1985

Marital Status: Married

Nationality: Indian

Current Location: Ahmedabad, Gujarat

Thanks with Regards,



Kapil Bhatt