


Sanjit Patel

 +91 7043481225, 7016501070

 SanjitPatel92@Gmail.com

Objective

Seeking an opportunity for professional growth and increasing responsibility in an organization where I can nurture and sharpen my individual skills and utilize my knowledge in the best interest of the organization.

Profile Snapshot

- **6.5+ years of experience in HR at Reliance Industries Ltd** of End to End HR System and Process since Aug 2014. (**Campus Selection**)
- Working on **SAP (HR Module)**
- Proficient with **MS Office** (Excel (Macro), Word, PowerPoint)
- Good command on Data analysis skill
- Outstanding multitasking, creative problem solving skills
- An effective communication with excellent interpersonal, Team building and Presentation Skills
- Well equipped with knowledge of labour law.
- **Master degree in HRD from VNSGU** in July 2014

Experience:

Organization: - Reliance Industries Limited, Dahej (Since Aug 2014)

Current Designation: - Manager - HR Operations

Current Roles & Responsibilities: -

- Conducting **Recruitment** drives right from sourcing of candidates and conducting interview
- **Joining formalities** / Hiring in SAP.
- Writes and delivers presentations / **induction to new joinee** regarding HR & Company policies, practices and facilities.
- **HRIS** including **maintaining and monitoring employee's records in SAP** like nominations, personal files and personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government compliance.

- Develops and maintains **HR MIS Reports** from SAP that meets top management information needs.
- Using **SAP Module** (PA20, 30, 40, 61, 51, PB40, PP01, 007, 2001, 2003, 2500 and other customized codes).
- **Partners with HR Centre of Excellence** peers to bring HR Centre expertise to business unit.
- Handling **Promotion Committee** for NS employees on every quarter.
- Monthly Solving **Payroll** errors.
- Provided assistance with **Background checks** & reference checks
- **Daily plant field round** to visit all plant to meet all employees on their workplace to build great repo by discussion and solving their issues.
- Develop **Strong Relations** with shop floor employee, internal stake holders & clients, gain credibility, and be viewed as a trusted & helping colleague.
- Conducting **Domestic Enquiry** as enquiry officer or presenting officer.
- **Administers benefits programs** such as Medical Insurance, Personal Accident, saving Link Insurance.
- **Separation Process Compliance** (Resignation / Superannuation / Death) of PF Pension Transfer / Withdrawal, Gratuity, Superannuation Fund.
- **Prepares letters** of employee transfer, deputation, separation and related documentation, and conducts exit interviews to determine reasons behind separations.
- Preparing **Man Power Budget**.
- **Employment Exchange** related compliance
- Prepares reports and give recommends procedures to **reduce overtime** and turnover.
- **Bridging management's and employee's relations** by addressing demands, grievances and become support system for plant people by day to day plant visit.
- **Resolving employees' various grievances** on daily basis to bring employees satisfaction on higher level.
- Other **day to day transactional** work to be done within timeline in system.
- Actively promote the maintenance of a **positive and supportive work culture**.
- Provide **support and contribute** in other areas as and when needed.

Other earlier portfolios:

- **HRBP** – Recruitment of Fresher from local colleges and experienced candidate, Conducting interviews, Sending offers, Routine plant visit to meet employees and conducting knowledge session regarding company policy update, practices, safety & others.
- **L&D** – Collecting training gap data from plant for TNI and training calendar. Conducting training for technical and behavior part for employees.
- **IR** – NS elevation plan, Conduct disciplinary inquiries, preparing and presenting latest labour law amendments and judgments related PPT for detail discussion.

Achievements:

- By Overtime data analysis, provided recommendation to reduce overtime and that help organization to **reduce huge cost**.
- **Identified and scrutinized claimed forge bills**, recovered whole amount and took necessary action on delinquent employee.
- **Automation** of day to day work by designed and prepared ready to use format.
- Prepared **Induction** as well as **Handbook** for new joinees.
- In **Emergency situation**, prepared and provide data for planning.

Previous Organization: J. Mehta & Co (March'13 to July'14) – Part Time

Area of Work: - Labour Legislations. (Factory Act, P.F, ESI, Bonus, Gratuity, Payment of Wage, Gratuity Etc.)

- Looked after Compliance Management e.g., Generating PF, ESI Challan and other reports.
- Be a part of Compliance Inspection by respective Government officers.
- Taken new initiatives with changing government policies and other digital programs.
- Specially looked after Interest and Damages issues in PF of all clients.

Organization: Dharmanandan Diamond Pvt. Ltd (Nov'13 to Dec'13)

Area of Work: - Internship in Legal Compliance. (All Applied Labour laws)

Qualification

- ❖ **M.H.R.D. (Master of Human Resource Development)** from Veer Narmad South Gujarat University in **2014 with 1st Class. (Joined RIL from Campus)**
- ❖ **B.Com (Hons.)** from Sir. K.P. College of commerce, Surat in **2012** with 60%.
- ❖ **H.S.C.** in 2009 with 76% and **S.S.C.** in 2007 with 58% from Gujarat State Board.

Computer Skill

Tools: MS Word, Excel (Learning VBA), PowerPoint, Outlook, HTML, SEO

Personal Details

Full Name: - Sanjit Ashokbhai Patel

Permanent Address: - 89, Shreekunj Society, Prabhat Chowk, Ghatlodiya, Ahmedabad 380061

Temporary Address: - 24, Akhand Anand Row House, Opp: - Nava Maholla, Singanpor Road, Singanpor, Surat - 395004

Birthdate: - 10th January 1992

Sex: - Male

Status: - Married

Language: - Gujarati, Hindi, English

Skype / Whatsapp:- +91 7016501070

References & CTC are available upon request.

I hereby declare that the above given information are true and to the best of my knowledge.

Thanking You,
Yours Sincerely,

Sanjit Patel