



## Carrcualam vitae

Merani Pravinbhai.M.  
PATDI,DIST-SURENDRANAGAR  
RUDRAKSH SOCIETY  
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As professional having experience Administrative officer & Legal Work, looking for a challenging positioning a growth oriented organization where I can make the best use of knowledge acquired so far & also I can enhance my skills along with time.

### **Current Assignment :- Administrative office & legal Assistant.**

#### Experience :

1. PHENIX CONSTRUCTION TECHNOLOGIES (A division of M & B Engineering Ltd.)" as a HR Assistant in HR & ADMIN Dept. since July 2010 Feb. 2012 .
2. Government Project commissioner of school Rastriy Madhayamik shiksha Abhiyan Education department 17April 2012 to 30 Sep 2017 DISTRICT COORDINATOR PALANPUR DIST ;-BANASKANTHA & 04 JAN 2016 SURENDRANGAR .
3. HR EXECUTIVE, AYUKALP UAP PHARMA MORAIYA SARKHEJ ,BAVLA HIGHWAY,Ahmedabad 01/10/2017 to 31.8.2018
- 4.Administrative officer & Legal Assistant. S.D.Kukvava sr,Advocate office padti Legal all matters revenue from .01/09/2018 to continue

#### Job Profile:-

##### ➤ TIME OFFICE FUNCTIONS :

- ❖ General Administration
- ❖ All legal matter Updation of Employees Data
- ❖ Generation of daily/weekly/monthly report
- ❖ File updation data and fiil up data

##### ➤ ACTIVITIES :

- ❖ Handlin employee grievance & immediate solution.
- ❖ Vigilance over day to day activities and keeping the Management Informed regarding the employee Grievance and its possible impact and participating in resolving issues.
- ❖ All management by day day followe.
- ❖ labour contract. Wages.housekeeping work
- ❖ Recruitme jointing formalities.interview selection employee.
- ❖ Goverment project by hendal 300 staff and Hr Executive 90 staff hendal.
- ❖ Hotel booking management, vonder management,

- ❖ Vehicle management, Parking management.
- ❖ All revenue matter handling.

➤ Company WELFARE :

- ❖ Responsibility of planning, distributing of uniform, shoes & other welfare items.
- ❖ Arrangements of Medical Aids, attending to Hospitalize cases etc.

Qualification:-

Educational:

- ❖ Continue For Bachelor of Law L.L.B 2020
- ❖ Continue for Certificate Journalism and Mass Communication in 2019
- ❖ Completed Human Resource Management in 2010
- ❖ Completed T. Y. B. A (Economics) from Gujarat University in 2008.
- ❖ Completed H.S.C (12<sup>th</sup>) from G.S.H.E.B. in 2004.
- ❖ Completed S.S.C (10<sup>th</sup>) from G.S.E.B. in 2002.

Computer Efficiency:

- ❖ Diploma In Computer Application.
- ❖ CCC
- Well versed with the CCC , M.S. Office, Internet Browsing.

Personal Detail:

Born On : 13<sup>th</sup> March 1987  
 Father's Name: Mr Mavjibhai  
 Languages : Gujarati, Hindi & English  
 Hobbies : Listening to Music, Playing Cricket & Socializing  
 Marital Status : Married

Yours faithfully,



Pravin.M. Merani

Date

Place