

NARESH ZALA

E-mail: zalanaresh55@gmail.com

Contact No: +91 7202023023

“To prove myself as a taskmaster and a dependable colleague for all my seniors.” I wish to continuously acquire knowledge and experience to upgrade my skills.”

Highlights

- | | |
|--|-----------------------------------|
| ❖ Hiring | ❖ Training and Development |
| ❖ Employee Relations | ❖ Payroll |
| ❖ Kronos (Adani CLMS) | ❖ Industrial Relations |
| ❖ Employee Engagement & CSR | |

Present Employment Details

Name of Organization : Adani Solar (Under payroll of **ManpowerGroup Services India Pvt. Ltd.**)
Duration : 01st April 2017 to Present

Worked Profile:

- **Hiring**
 - Identify staff vacancies and recruit Interview and select applicants.
 - End-to-end Recruitment Process.
 - Organised Online and Offline Campus drive.
 - On Boarding Process.
- **Industrial Relations**
 - Issue & renewal Contracts, Employee Grievances handling, Intimation letter, Warning letter, Transfers, Notices and Disciplinary actions.
- **Employee Relation**
 - Human resource policies, positive employee-employer relation, investigation of employee complaints & concerns and positive work environment.
- **Payroll**
 - Attendance Management
 - Monthly Incentive Tracker
 - Employee Leave Record
 - Maintain Wage Register
 - Resolving associates' grievances.

➤ **Training and Development**

- HR induction, Technical, Behaviour, safety training.

➤ **Employee Engagement & CSR**

- Coordinate all Events according to the Event Calendar year.
- Festival Celebrate in a company like - Holi, Diwali, Dussehra, Lohri, Mahashivratri, Ram Navami
- Staff / Workmen Birthday Celebration.
- Sports Competition / Drawing Competition / Best Operator Awards.
- Family Visit / Family Mela / CSR Activity.
- Employee beneficial & motivational policies.

➤ **Kronos**

- | | |
|------------------------|-------------------------|
| • Entry Pass | • Muster Roll Report |
| • Shift Schedule | • Wage cost report |
| • Workman Bulk Renewal | • Leave With wages |
| • Punch Exception | • Bill Verification |
| • Annual Bonus Report | • Labor License Process |

Previous Employment Details

Name of Organization: Mas Marine Serveries India Pvt. Ltd.

Designation : Sr. Supervisor

Duration : 01-01-2012 to 25-03-2017

Work Profile : Shipping Survey, Container Survey, Rank Survey, Empty Container Import Export,

Summary of Academics

Masters / Post Graduation:

M.S.W. – SAURASHTRA UNIVERSITY RAJKOT WITH 70.52% in 2011.

Graduation: BA – SAURASHTRA UNIVERSITY- RAJKOT WITH 56.85% in 2007.

STRENGTHS

- Leadership.
- Teamwork.
- Good Communication skill, Achiever of target-oriented tasks.
- Independent and Confident approach in every task.
- Counselling skill.

Personal Details

Date of Birth : 11TH September 1987
Father's Name : Meramanbhai Zala.
Languages Known : Gujarati, Hindi & English
Marital Status : Married
Residence : 5/4/138-109/A, Alakhnanda Society Mundra Kachchh, Gujarat-370421.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Mundra

Yours Faithfully

Naresh Zala