

Resume

Patel Nikhilkumar Arvindhbai.

Mo: - 9328647610,9586949619,

Email Id: - [patel619nikhil@gmail.Com](mailto:patel619nikhil@gmail.com),

Address: - At- Ladan Na Muvada, Dist-Mahisagar, Gujarat-389232.

Education Qualification

Qualification	Board/University	Passing Year	Percentage/Class
LL.B	H.N.G.U	2025	60%
Bachelors Of Arts	S.G.G.U	2021	68.62%
12 th (H.S.C)	G.H.S.E.B	2018	50.28%
10 th (S.S.C)	G.S.E.B	2016	60%

Additional Qualification

- CCC
- Data Entry Operator
- Diploma In Multimedia
- Tally

Personal Skill

- Honesty
- Decision Maker
- Self-Confident
- Time Management

Experience

Yazaki India Pvt Ltd,Sanand:- (HR & ADMIN)

May-24 To May-25

❖ **Job Responsibilities:** -

1. Attendance Management
2. Leave Management
3. Shift Scheduling

4. Payroll Coordination
5. Timekeeping System Management
6. Employee Queries
7. Compliance With Labour Laws
8. Overtime Management
9. Reporting And Analysis
10. Support In Employee Performance Management
11. Daily Mis (Manpower, Attrition, Absenteeism, Etc.)
12. Handle Canteen, Housekeeping, Security, Etc.
13. Use To CLMS Software.

Zydu Lifesciences Pvt Ltd- Moraiya (Human Resources-Generalist)

May-25 – Continue

❖ Job Responsibilities: -

1. Attendance Management
2. Leave Management
3. Shift Tracking
4. Id Card Prepared
5. Sourcing & Talent Acquisition (FTE, Apprentices, Staff)
6. Screening & Interviewing (FTE, Apprentices, Staff)
7. Recruitment Process Management (FTE, Apprentices, Staff)
8. Onboarding (FTE, Apprentices, Staff)
9. Policy & Access Mapping
10. Timekeeping System Management
11. Employee Queries
12. Maintaining Employee Records
13. Compliance With Labour Laws
14. Overtime Management
15. Reporting And Analysis
16. Support In Employee Performance Management
17. Daily Mis (Manpower, Attrition, Absenteeism, Etc.)
18. Registration On ESIC Govt Portal
19. Registration On EPFO Govt Portal Like A (New Employee Registration, UAN Activation, PF Transfer & Withdrawal etc.)
20. Employee Engagement (Birthday Celebration, Sport Day etc.)

21. Handle To Darwin Box & I-Spectra Software.

Personal Information

Full Name: - Patel Nikhilkumar Arvindhbai.

Date Of Birth: - 20/01/2001

Gender: - Male

Marital Status: - Married

Nationality: - Indian

Languages Known: - English, Gujarati, Hindi

Hobbies: - Reading, Travelling, Driving.

Declaration

- I Am Nikhilkumar Patel Here by Declare All the Information Given Above Is True and Correct to The Best of My Knowledge...

Thank You.

Nikhil Patel.