

## **Dangi Vipulbhai Dalubhai**

At Jaror, Po Moli, Ta Sanjeli, Dahod- 389175

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### **EXPERIENCE:**

#### **Currently working as a Contract supervisor (Span Resources) Deputed at Blue Star Limited Changodar**

##### **1. Contract Management:**

- a. Manpower Deployment.
- b. Manpower Planning.
- c. Time Keeping.
- d. CLRA Register - Maintain & ESIC - PF Registration
- e. Managing punching System.
- f. Workmen life cycle.
- g. Payroll
  - i. Attendance Inputs
  - ii. Mandays Verification
  - iii. Submitting Wagesheet And Invoice
  - iv. Salary Disbursement
  - v. P.Tax Filing
  - vi. Gathering Compliance Documents.
- h. Employee Relation

##### **2. Admin Support:**

- a. Procurement of housekeeping And Stationary Material.
- b. Visitor Facilitation.
- c. Daily Monitoring Of Gate Registers & Verification of personnel attendance
- d. Employee Engagement
- e. Maintaining all the Records pertaining to workmen
  - i. Master Record of workmen
  - ii. Overtime Report
  - iii. Aging Report
  - iv. Daily attendance Report
  - v. Tentative Report
  - vi. Absenteeism Record
  - vii. Attrition Record
- f. Support for Billing
  - i. Bill Entry
  - ii. Bills Verification
  - iii. Creating Purchase Order - SAP
  - iv. ASN Creation
  - v. Keeping the Records & submitting the Bills in Accounts
  - vi. Follow ups for Payments

### **Experience:**

#### **Quality Department – Blue Star Limited**

**Duration: 3 Years**

- **Performed deep freezer and refrigerator quality inspections**

- **Conducted visual checks to identify defects and non-conformities**
- **Handled FRD (Final Review/Inspection of Defects) process**
- **Identified and reported defective units for rework or correction**
- **Ensured all products met company quality and safety standards before dispatch**

**Previous Experiences :**

**Quality Engineer (Quality Department) – ATE Company  
Duration: 1.5 Years**

- **Performed Control Panel Testing to ensure functionality and performance**
- **Conducted quality inspections and identified defects**
- **Ensured compliance with technical and safety standards before dispatch**

**SUMMARY OF ACADEMICS**

<b>Degree</b>	<b>College/University</b>	<b>Year of passing</b>	<b>Grade/Class</b>
Apprentice Lineman	P.G.V.C.L DIV. 01 AMRELI	2024	71.5%
ITI Electrician	Nilam Private ITI Makvana Varuna Sukhsar Dahod	2022	71.71%
HSC	Vansiya Madhyamik Shala	2018	46.85%
SSC	Vansiya Madhyamik Shala	2014	59%

**References**

Name : Ashish Gamit  
Designation - Assistant Manager HR  
Email - [ashishgamit@bluestarindia.com](mailto:ashishgamit@bluestarindia.com)  
Contact No - 8905738810

Name : Parth Shah  
Designation - Proprietor  
Email - spans@live.in  
Contact No - 9825571529

**Hereby, the above provided details are true/authentic with my knowledge.**