HENIL HARSHAD PAREKH

Master of Human Resource Development (MHRD)

PERSONAL PROFILE

A dynamic, resourceful and energetic individual who is comfortable with being the 'go to' person for anything related to the smooth running of an office. Much experienced in providing full secretarial, administrative and office management support to work colleagues in a busy office environment/work place. Having a proactive and flexible approach to juggling many different priorities, and able to work autonomously and take ownership of all aspects of a task or project. Right now I am looking for a rewarding role with an exciting & forward thinking company that will allow him to fulfill his true potential.

A-32, Swastik Society,
Kamrej Char-Rasta,
Surat.Gujarat.

+91 9979032632

hr_henil@ymail.com

WORK EXPERIENCE

❖ **H.R. Manager (Augest-2013 to December-2015)**

Working as a HR Manager in south gujarat number 1 delalership of TATA MOTORS(Comercial-service) and handeling 700+ employees with 3 branches of SHREE AMBICA AUTO SALES & SERVICE, Where I was dealing with more than 3 contractors(security, wheel allignment, mechanics & helper) etc. I was responsible of all non-technical operation over their.

Shree Ambica Auto Sales & Service (TATA MOTORS)

Key Resposbility Area :

- Always doing best for achiveing organtization goal.
- Man power planning and manage the shortage or surplus of Manpower,
- Recruitment of employee according to job description and job specification, handling overall responsibility of joining formality and arranging Induction programme for new joiner.
- Identify the training need and provide training to the employee and arrangement of experties for any special training is required.
- Attendance & leave management of overall staff.
- Taking care of safety management of employees as well as premises and fulfil all government norms and maintain register.
- Decision maker when any policy or person not matches the standard level.
- Salary disbursement, over-time management and design the incentive policy for the employee.
- Provide PPE's to the employee.
- Dealing with all contractor and make all contract forms and fulfil government norms.
- Over all handling of security department (Approx 30 person) and also design the policy for better and sound security policy for premises and employee.
- Creating and implementing new welfare scheme for increase the worker moral.
- Identifying areas of improvement & recommending to owner for modifications to enhance operational efficiencies.
- Analyzing the nature of faults & taking follow up actions to provide quality feedback of product from field.

- Play vital role in all legal procedure like P.F., ESIC, P.T., MINIMUM WAGES AND WELFARE practices.
- Arranging the meeting and get to gather of employee for any business oriented or social event.
- Doing all pre and post resign formality of employee.
- Conducting Exit-interview of employee, improving policy if any needed.

SALARY: 2,60,000/- p.a.
Working Day/Hour: Monday to Saturday/ 09:00AM to 06:00PM

❖ **FREELANCER (HR SERVICE PROVIDER IN SMALL & MEDIUM SCALE ORGANIZATION)**
(JANUARY 2016 TO TILL NOW)

Providing freelancer service to small/medium scale organization in local area, Mainly I focus in family based bussiness which meet to a success after a long hardwork of their family men(father or grandfather) but new generation want more smoothness in bussiness and earn more with latest technics and technology so I am helping out them to achiving goal of individual or organization.(More than 15 organization).

Training & Service Subject :

- Recruitment process.
- Training & devlopment.
- Legal complices (if needed).
- Modify rules & regulation of organization.
- Attendence & leave management.
- Modify Marketing & bussiness strategy.
- Modify organization saftey if needed.
- Improving owner-customer relationship.
- Increaseing employee moral through video training.
- Arrenging motivational programme & consult expertise.
- Employee engagement programme/head hunt.
- Performance appraisal of employee & manage the surplus or shortage of manpower.
- Training on customer demand & satisfaction,
- Importance & benefits of CSR.

TRAINING PERIOD : ACCORDING TO ORGANIZATION NEED & DEMAND
FEES : According To Training(vary from demand & timeing)

EDUCATIONAL QUALIFICATION

Bachelor of Business Administration (APRIL-08 to APRIL-11)

From S.S.Agrawal College, Navsari (Veer Narmad South Gujarat University) with aggregate of 61.20%.

Master of Human Resource Development (APRIL-11 to APRIL-13)

From Veer Narmad South Gujarat University (SURAT) with aggregate of 64.83 %.

PERSONAL DETAILS

Personal Skills :

- Good decision making skill in difficult situation
- Good command on communication which should be help to convey people.
- Answering and resolving queries accurately, in a courteous and confident manner.
- Resilient and having an ability to deal with rejection.
- Ability to communicate in a clear and effective manner
- High level of personal organization and time management skills
- Excellent communication & presentation skills.
- Have a competitive attitude and can thrive under pressure.
- Strong in Computer (BASIC)

Achievements:

- Attendig personality devlopment classes in mar-12 at Navsari.
- Won first prize in volley-ball at Inter department Level on VNSGU.
- Attending PEPUP training at benglore in feb-15 organized by TATA MOTORS.
- Attending “Organization devlopment programme” under Mr.Ojas bhatt guidline during the March2015 to Augest2015.
- Won the election of “NAVAGAM GRAMPANCHYAT” (as word member) period DEC.2016-DEC.2021 and presently I am representative of 5 society under navagam gram panchyat.

Personal Information:

Date of Birth : 31th July 1989

Language Known : English, Gujarati, Hindi Marathi

Marital Status : Married

References:

Available on Request.

PLACE: SURAT

DATE: 09/10/2025