**RESUME**

 **MR. KALPESH SHIVRAM NARE.**

 **ADDRESS:**

C-202, Vastukruti CHS Ltd,

Ganesh Complex, Opp Nirabai Sankul,

Next to Gurudutta Nagar,

Lt. Shashikant Patil Marg,                             **Contact Details:**

Phulpada Road, Virar (East)                                      Mobile: 09922635396

Maharashtra - 401 305                                   Email: kalpeshoms@gmail.com,

                                                                                   kal\_sna@rediffmail.com,

**OBJECTIVE:**

To offer my effort and commitment towards the job given, by using the best of my knowledge and ability that will add value to the respected organization and encourage my professional and intellectual growth. Whereas my positive attitude and creativity would be assets towards achieving goals of the company

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 **WORK EXPERIENCED:**

1. **Firm :  Matrix Business Services Pvt Ltd**

**Designation : Sr. HR Executive

  Period : March 2020 To Till Date**

**JD:**

* Employees Grievance & Engagement, Payroll, Supervising & Monitoring.
* Take an Interview of Grade I & II. Joining & Exit Formalities.
* Petty Cash Handle, Hotel & Train Booking, Vehicle Management & Arrangement.
* Keep the records of Raw materials, Assets (Inward/Outward), Stationery, Housekeeping, Pantry etc.
* Completely take care of AMC Contract, office premises, assets, etc
1. **Firm :  Gujarat Gas Limited. (Govt. Of Gujarat Undertaking)** **(On Contract)**

**Designation : HR & Administration Executive

  Period : July 2017 To Feb 2020**

**JD:**

* Employees Grievance & Engagement, Payroll, Supervising & Monitoring
* SAP entry of Vendors Invoice. PR (Payment Requisition). Prepared Monthly Provision Sheet.
* Keep the records of Raw materials (Inward/Outward), Stationery, Housekeeping, Pantry etc.
* Petty Cash Handle, Hotel & Train Booking, Vehicle Management & Arrangement,
* Vendor Management & permission related MSEB, MIDC, and BSNL etc for official purpose.
* Vendor Invoice bill entry in SAP & Forward to Finance Dept. get Sign from VP
* Liasoning Work, Payment of Monthly & Daily Utility Bills, Arrangement of parties.
* Completely take care of AMC Contract, office premises, assets, etc

  **C.  Firm : Novartis India Ltd**

**Designation : Computer Operator - Account Dept. (On Contract)

  Period : May 2013 To Sept 2014**

**JD:**

* Keep the records of the PO, INVOICES, FG and other bills from other branches (Hyderabad, Thane- OTC) in excel, sort it and scanned through SAP.
* Sort documents PO, NON PO, FG, NON-FG, SPECIAL CASE etc. and send to proper person through SAP Scanning
* Attaching the UPLOAD Posting Documents through SAP to the bills which process on urgent basis without SAP Scanning processing.
* Keep the records of Sales Executive (MR) bills, travel expense etc report send to Account Manager

 **D.  Firm : Aarvi Encon Pvt Ltd**

**Designation : HR Assistant.

Period : Sept 2009 To July 2012**

**JD:**

* Sourcing candidates through various job portals.
* Statutory Compliance, Employee Grievance & Engagement
* Joining & Exit Formalities, Checking & Maintaining database.
* Keep record of Inward and outward stock, GRN & GIN Preparation, Maintaining material related registers (Laptop, Camera, Mobiles, Tool kits etc.)
* Day to day recording of store material receipts and consumption.
* Daily posting of attendance in the system as well as manual handling of punch cards.
* Keeping track of leaves and maintaining leave records of all the employees
* To take insurance & Mediclaim of the candidates & Help them.

  **E.   Firm : Wipro BPO Ltd.

  Designation : Sr. Associate (Back Office)

  Period : Aug 2007 To July 2009**

**JD:**

* To process the Health Insurance Claim of UHG.
* To enter the all information of Patients & Doctors.
* To give the total counts of the claims to the TL.
* To keep records of the claims.

**\*WORKED WITH PMC BANK (PUNJAB & MAHARASHTRA CO-OPERATIVE BANK VASHI BRANCH) AS A JR EXECUTIVE IN 2005 (JUNE-AUGUST) ON CONTRACT BASIS.**

 **COMPUTER QUALIFICATION**

* Completed Course of Tally 5.4, 6.3 & 7.2,
* MS Word, MS Excel.

 **EDUCATION**

* Graduate (B.Com) in 2002 Passed Class.
* After Graduation I worked with CA (Chartered Accountant) for 2.5 Yrs.

**PERSONAL DETAILS**

* Father”s Name    : Shivram G Nare.
* Date of Birth     : 23rdApril 1980.
* Gender    : Male.
* Marital Status    : Married.
* Blood Group    : B+.
* Nationality    : Indian.
* Languages Known   : Marathi, Hindi, & English.
* Hobbies   : Reading, Music.

 **DECLARATION**

 I hereby declare that the above written particulars are true to the best of my knowledge & belief.

**Kalpesh S Nare**

**Date**:      /      /2021

**Place**: Virar