

VIMAL MEHTA

Address: 201, Silver Flats, Satya Sai Road, Kalawad Road, Rajkot - 05, Gujarat

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Objective

To obtain a responsible and rewarding position in a dynamic organisation where I can effectively contribute my HR management, administration, and compliance skills. I am committed to upholding integrity and excellence while contributing to organisational success and continuous improvement.

Skills & Proficiencies

- HR Operations & Recruitment
- Payroll Management & Compliance
- Statutory & Legal Compliance (PF, ESIC, CLRA)
- Time Office & Attendance Systems (Matrix, SAP)
- Communication & Team Leadership
- Policy Implementation & Documentation
- Microsoft Office Suite | SQL | FoxPro
- Fluent in English, Hindi, and Gujarati
- Excellent typing speed in English and Gujarati

Professional Experience

No.	Organisation	Designation	Period
1	Perfect Polymers	HR Admin Manager	May 2, 2024 - Present
2	Shreeji Coke & Energy Pvt. Ltd.	HR Manager	July 15, 2022 – June 30, 2023
3	Contract Resource Petrochem Pvt. Ltd.	Sr. Executive – HR	August 26, 2021 – July 8, 2022
4	Reliance Industries Ltd.	Sr. Executive – HR-IR & Sr. Executive – CS	April 21, 2015 – June 30, 2021
5	Essar Projects (India) Ltd., Vadinar (through Adecco India Ltd.)	Time Office In-charge & Asst. Manager – HR-IR	June 14, 2010 – April 18, 2015
6	Reliance Industries Ltd. (through Chehar Consultancy)	Computer Operator cum Officer	May 1, 2007 – June 13, 2010
7	District Primary Education Programme (DPEP) / Sarva Shiksha Abhiyan (SSA)	Data Entry Operator cum Office Assistant (In-charge MIS & Accounts Officer)	July 29, 1997 – April 30, 2007
8	Rajashree Polyfil Ltd. (B.K. Birla Group)	Trainee	January 6, 1997 – August 9, 1997
9	Comutech Computer Education	Computer Teacher	August 6, 1995 – December 31, 1996



Key Responsibilities & Achievements

Payroll & Time Office: Managed payroll processing for staff and workers including bank statements and disbursement sheets. Oversaw fallout salary processing, and handled biometric time data and MIS generation.

Contractor Workforce Management: Oversaw 2700+ outsourced manpower through OMPM & Scrum systems. Coordinated with EICs, vendors, and buyers to maintain plant discipline and manage EP accounts.

Statutory Compliance: Ensured compliance with various labor laws including the Payment of Wages Act, Minimum Wages Act, EPF, ESI, Contract Labour Act, and WC Act. Managed labour license activities (issue/renew/amend/close).

Grievance & Welfare Management: Addressed contract labor issues such as delayed payments, welfare facilities, transport, and compliance disputes. Ensured proper welfare facilities like canteen, restrooms, and accommodation.

Liaison & Reporting: Acted as the liaison for PF and Labour authorities. Generated daily/monthly MIS and strategic IR reports for management. Managed CLMS, RCMS, and document audits.

Recruitment & Onboarding: Handled end-to-end recruitment, from manpower planning to onboarding, including document verification, interviews, and pre-employment medicals.

Training & Development: Organized induction programs and skill development training sessions including behavioral training, safe driving, and reward functions for contract laborers.

Administrative Coordination: Oversaw staff accommodation, transportation, housekeeping, and logistical arrangements. Managed inventory (stationery, tea coupons, uniforms), PR creation, and SAP-based service entries.

MIS & Educational Projects: Worked on DISE project under SSA, data collection from schools, MIS reporting, and analysis at various administrative levels.

Academic Background

Bachelor of Science (B.Sc.) — Chemistry

Saurashtra University, Apr 1995

Diploma in Computer Science (D.C.S.)

Saurashtra University, June 1996

Personal Information

Date of Birth: 08 Sept 1974

Father's Name: Late
Ashokbhai

Mother's Name: Late
Sarojben

Nationality: Indian

Marital Status: Married

Religion: Hindu (Jain)

Passport No.: Z4515425

