



Mr. BHAVIN K. DAMANIA

HR MANAGER

A Mature Hr Professional with 4 Years of Experience wherein have worked with various Sectors such as F & B Retail, Teaching, Healthcare Sector.

Prior to HR Professional has overall 8 Years of Experience into Food & Beverage Sector.

Personal Info.:

Address

Sector-10, B-20, 204, Shantinagar Mira road (East), Thane-401107

Contact

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Email

bhavinelly@gmail.com

DOB

13th March, 1988

Marital Status

Married

Hobbies

Cooking and Listening Music

Languages Known

English, Hindi, Marathi & Gujarati

Linkedin

[linkedin.com/in/bhavin-damania-b798b116a](https://www.linkedin.com/in/bhavin-damania-b798b116a)

Areas of Expertise:

HR Policy Execution & Formulation
Recruitment
Employee Relation
Employee Engagement
Team Leadership
Payroll & Compliance
Performance Management
Employee Retention.

Professional Experience:

Hr Manager

Cellcure Cancer Centre Pvt Ltd, Ghatkopar East.

01/02/2020 to 21/09/2020

- Handling HR MIS Reports.
- Handling Joining till Exit Formalities of Employees.
- Handling Payroll on Spine & Compliance Related to Payroll.
- Have Drafted HR Policies for the Company.
- Have Drafted Job Description for Each and every Designation.
- Handled Training in co-ordination with Consultancies.
- Handled Recruitment on different Portals like LinkedIn, Naukri & many more.
- Have made many more drafts related to HR Work as it was a startup company.
- Handling Cases related to Labour Law & use to go to PF Hearing of the Company.

Hr Executive

RBK Educational Institution, Andheri East

19/10/2019 till 31/01/2020

- Working on their Internal Payroll Software.
- Working on their Payroll Compliance and even TDS.
- Handling Generalist as well Operations Profile into HR.
- Was taking a Lead Role in Absence of Head HR.

Sr.Hr Officer

Workhardt Hospitals, Miraroad East,

02/03/2019 till 21/09/2019

- Joining Formalities & Induction
- Recruitment & Selection
- Employee Engagement
- Statutory Compliance & Payroll
- Exit Formalities
- Maintaining Monthly Reports/Other Integrity Issues

Sr.Hr Executive

Travel Food Services, Andheri Domestic Airport,

01/04/2017 till 01/03/2019

- Joining Formalities & Induction
- Recruitment & Selection
- PR/Reimbursement/ Vendor Management
- Employee Engagement
- Leave & Attendance Management
- Statutory Compliance & Payroll
- Exit Formalities:
- Maintaining Monthly Reports/Other Integrity Issues.
- Handling Cases related to Labour Law & use to go to PF Hearing of the Company.

Payroll Softwares worked on:

Ramco Cloud,
Talent Maximus,
Spine Cloud

Talent Sites Used for Hiring

Naukri,
Linkedin,
Indeed,
Placement India.

Educational Qualification:

PGDM-Human Resource Management,

Welingkar College, Matunga East
Passed with First Class in September 2015

Bachelor in Hotel & Tourism Management Studies,

Thim College, Thane East
Passed with 62% in May 2009

HSC

Bes College of Commerce, Borivali West
Passed with 64.47% in February 2006

SSC

Shantinagar High School, Miraroad East
Passed with 61.20% in March 2004

Professional Experience:

Hr Executive

Travel Food Services, Andheri Domestic Airport,
23/08/2016 till 31/03/2017

- Joining Formalities & Induction
- Recruitment & Selection
- Employee Engagement
- Leave & Attendance Management
- Statutory Compliance & Payroll

Sr. Team Leader

Travel Food Services, Andheri Domestic Airport,
21/01/2013 till 21/08/2016

- Handling Day to Day Operational Functions.
- Maintaining Inventory of All Stock Available in the Outlets.
- Indenting Food and General Store Items for Outlets as per the Stock Available in the Outlets.
- Controlling Spoilages of Food Products.
- Making Inter Unit of Transfer of Food.
- Achieving Monthly Budget as per the Target given.

Food and Beverage Service Assistant

Trident Bandra Kurla, Bandra East
15/03/2010 till 08/11/2012

- As F & B Service Assistant use to Handle a Section of Tables i.e., as per the Covers.
- Use to take order of the Guest punching it on Micros System.
- Dispensing the Order from Kitchen & Bar and use to serve on the Guest Table.
- Worked for All Day Dining Restaurant Name- O22. Use to handle buffet at times and set up buffet.
- Worked with the Banquets and Trident Meeting Rooms.

Banquet Steward

Grand Hyatt Hotel, Santacruz East
18/08/2009 till 02/03/2010

- Use to Set Up Banquet Buffet.
- Banquet Bar & Tea Set-up.
- Use to do various types of Hall Sitting Set Ups.

Internship

Taj Mahal Palace & Towers Hotel, Churchgate East
03/04/2007 till 30/09/2007

- Worked in All Operational Departments as Industrial Intern.