

# Manojsinh R. Vadher

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## **HR & ADMIN PROFESSIONAL (MBA - HR & FINANCE)**

*Nineteen plus years of experience*

An accomplished, result driven & detail oriented Human resource professional adept at recruiting, Selection & Retention Strategies, Administration, Change Management, Employee counselling, Training. Organized & analytical, Skilled problem-solver and multi - tasker.



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### **PRESENT JOB ASSIGNMENTS:**

**EMPLOYER : Dr. Subhash University (Junagadh).**

**DURATION : April – 24 TO Till Date**

**Sr. Clerk – HR Department**

**Key Results:**

- Presently working with Dr. Subhash University (Junagadh). As a Sr. Clerk in HR Department.
- Looking after payroll process.
- Provide offer and appointment letter to new join employees.
- Preparing sheet Interview sheet and arrange interview as decided by concern department.
- Work on ERP software.
- Preparing government documents as per requirement.
- HR related Admin work.

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### **PREVIOUS JOB ASSIGNMENTS:**

**EMPLOYER : Pramukh Engineers Pvt. LTD. (Nayara Site, Vadinar).**

**DURATION : MARCH – 23 TO MARCH – 24 (1 Yr, 1 Months)**

**HR Manager**

**Key Results:**

- Previously worked with Pramukh Engineers Pvt. LTD. (Nayara Site, Vadinar).
- Looking after Statutory Compliance, Attendance, Salary, Advance, PF, etc of the employee.
- Preparing sheet of PT and submitted to local government.
- Preparing monthly bill.
- HR related Admin work.

**EMPLOYER : District Panchayat, Devbhoomi Dwarka (Agency Employee).**

**DURATION : APRIL – 18 TO MARCH – 23 (4 Yrs, 11 Months)**

**District Project Manager**

**Key Results:**

- Previously worked with District Panchayat (Development Branch, 15 Finance Commission).
- Follow the instruction of Dy. DDO Sir and DDO Sir.
- Major area of work is to Co-ordination with all Taluka Panchayat staff, District Panchayat staff, Gandhinagar staff, Agency Employees, etc. related to 15<sup>th</sup> Finance Commission.
- Recruit new candidate for 15<sup>th</sup> Finance Commission, Development Branch.
- Using some functions of HR like resume collecting, arranging interview, provide offer letter, etc.
- Provide induction training to the new recruit staff of 15<sup>th</sup> Finance Commission and also update them time to time.
- Monitoring performance by Taluka Panchayat staff.
- Delivering information from the state to the taluka and collecting the information and sending it back to the state.

**EMPLOYER : Shree Laxmi Honda, Jam Khambhaliya.**

**DURATION : SEP – 2016 TO MAR – 2018 (1 Yr, 7 Months)**

**General Manager**

**Key Results:**

- Previously worked with Shree Laxmi Honda.
- Major area of work Service and Sales.
- To check the employee capability and use his talent.
- Motivate the employee for giving his best
- Work between dealership and Honda Company.
- Short out the issues occurs at dealership.

**EMPLOYER : Atul Motors Private Limited, Porbandar.**

**DURATION : AUG – 2015 TO JUNE – 2016 (0 Yr, 9 Months)**

**Sr. HR & Admin Executive**

**Key Results:**

- Previously worked with Atul Motors Pvt. Ltd., Porbandar.
- Major area of work is HR & Admin.
- To recruit new employees.
- To provide training to the new recruit employees.
- To maintain the attendance, leave, salary of employees.
- Also check the administrative service as per industry norms to provide clean drinking water, tea or cold drink, etc. to the customer.
- Checking the cleaning of the premises area, Hospitality.
- Also do the day to day accounts (Excel sheet) of the porbandar branch for each department.

**EMPLOYER : Essar Oil Limited, Vadinar (Agency Employee).**

**DURATION : FEB – 2013 TO AUG – 2015 (2 Yrs, 7 Moths)**

**Transport Officer**

**Key Results:**

- Previously worked with Essar Oil Ltd.
- In Transport (Admin department).
- Also provide department training to the new employee who join the organization in transport department.
- Keep a tab on Vehicle movement inside the working area as well as outside of the company premises for smooth employee movement.
- Local Vehicle management (LMV & HMV) for continues movement of employees.
- Provide health and safety guidance to the drivers and helper as required.
- Maintain day to day records of vehicle local hire or hire from local vendors.
- Worked with Logistic department.
- Keep a tab on coal movement (Loading & Unloading) inside the working area as well as at marine port and to ensure free coal movement as an event of resource constraint.
- Store management of the coal storage yard.
- Maintain day to day records of coal receive at coal yard.

**EMPLOYER : Haydroair Tectonics (PCD) LTD, Ahmedabad (200+ employees)**

**DURATION : SEP – 2008 TO APRIL – 2010 (1 Yr, 8 Months)**

**Office assistant (HR Department)**

**Key Results:**

- Collaborated with human resources managers, recruiters and hiring managers to generate offer letters and individual employee benefits packages.
- My work is to screening the CV for slated requirements & organizing interview.
- Post selection procedures & formalities & checking of document of the candidates ensuring eligibility.
- Oversaw reimbursement of employees travel according to guidelines & coordinating taxation related drives.
- Ensured that employees received their expense reimbursements in an accurate and timely manner through expense tracking and tax assistance.
- Maintaining records of all employees working under the premises (attendance registers, leave record, training record) as per the company guidelines & ISO standardized procedures in HR module of ERP package.
- Organizing & conducting various training & social events under HR dept.
- Administration in-charge of the complete office premises & carried out all administration related procedures.
- Administration activities such as travel co-ordination, temporary facilities to new joinees assisting employees in permanent housing arrangements, tax assistance etc.

**EMPLOYER : Essar Oil Limited, Vadinar (Agency Employee).**

**DURATION : JAN – 2006 TO AUG – 2008 (2 Yrs, 8 Months)**

**Retainer cum Office Assistant.**

**Key Results:**

- Worked with Excise Department to collect the excise data from the old invoices and adding it in the newly implemented SAP 4.7.
- Worked with Commercial Department and to manage all the work order, purchase order, sales order store through hard copy filing and soft copy in SAP 4.7.
- Handled all the office routine administrative and accounts of the company operated school (NAND VIDYA NIKETAN) also take part in recruitment process.

**EMPLOYER : NPG Computers, Porbandar**

**DURATION : MAY – 2002 TO JUNE – 2004 (2 Yrs, 1 Month)**

**Computer Faculty.**

- To teach BCA students.
- Faculty for Computer Proficiency subject Like MS Office, C Language, C++, VB 6.0, Data structure, Etc.

**EMPLOYER : Brain Maker Computers, Porbandar**

**DURATION : DEC – 2000 TO DEC – 2002 (2 Yrs, 0 Month)**

**Computer Faculty.**

- Faculty for Computer Proficiency subject Like MS Office, C Language, C++, VB 6.0, Data structure, Etc.

### **EDUCATION CREDENTIALS:**

- **M.B.A.** – Department of Commerce & Management, Bhuj, (Kachhchh University) – 2013
- **P.G.D.C.A.** – J.J.Kundaliya Comm. & Arts College, Rajkot, (Saurashtra University) – 2005
- **B.C.A.** – Dr. V.R. Godhania Info. & Tech. College, Porbandar. (Saurashtra University) – 2002

### **PROJECT DETAILS - MBA:**

- **PERFORMANCE APPRAISAL MANAGEMENT** at Ambuja Cement Kodinar - Summer Internship Project (SIP). - Appraisal system's role in motivating employees to give maximum output.
- **HEALTH AND SAFETY MANAGEMENT** at Saurashtra Chemicals Ltd. Porbandar - Grand Project (GP). - Role of HR team in implementing Health and Safety norms of the company act 1948 and how it helps to create better work environment.

### **PROJECT DETAILS - PGDCA:**

- **HOSPITAL MANAGEMENT SYSTEM**  
Holistic Analysis & Coding of project in front end tool Visual Basic 6.0 and back end tool MS-Access

### **OTHER QUALIFICATION:**

- Diploma in Information and Software Management with 'A' Division.
- Certification course in accounting in Tally 9 (Tally Certified).

### **SOFTWARE PROFICIENCY:**

- C, C++, VB6.0, MS-Access, Oracle, FoxPro, HTML, DHTML, Java, ASP and SAP 4.7.

### **CO-CURRICULAR ACTIVITY:**

- Played Hill & Shield Trophy (Cricket) at Junagadh From Navyug Vidhyalay Porbandar.
- Played key role in Winning team in Various Cricket tournaments organized by Gujarat Government.

### **PERSONAL DETAILS:**

- Date of Birth : 29<sup>th</sup> May, 1981
- Marital Status : Married
- Languages Known : English, Gujarati, Hindi
- Permanent Address : "Mamai Krupa", Indira Nagar, Near Birla Colony, Porbandar – 360576
- Passport No. : W4242819
- Passport Issue Date : 17<sup>th</sup> August 2022
- Passport Expired Date : 16<sup>th</sup> August 2032

**Manojsinh R. Vadher**