

	<p><b>Manish Shrivastava</b></p> <p><b>Manager – HR (Operations)</b>  <b>ONE Advertising &amp; Communication Services Ltd.</b></p> <p>Mob.: 9825645636      Email : <a href="mailto:manish.shrivastava1905@gmail.com">manish.shrivastava1905@gmail.com</a></p>
<p><b>Profile</b></p>	<p>Over 15+ years of experience in administration and Human resource management (HR &amp; Admin.).</p>
<p><b>Key Responsibilities as Head – HR Operations</b></p>	<ul style="list-style-type: none"> <li>➤ Retention &amp; development of key employees &amp; other.</li> <li>➤ Handling all HR &amp; admin related responsibility including Branches</li> <li>➤ Hiring &amp; Training Talent</li> <li>➤ Establishing Systems &amp; Procedures (HR related) – as and when required</li> </ul>
<p><b>Qualifications</b></p>	<ol style="list-style-type: none"> <li>1. <b>Bachelor of Commerce (B.Com.)</b> from Vikram University, Ujjain (1986)</li> <li>2. <b>Diploma in Library Management</b> from Devi Ahilya Vishwavidyalaya (Indore University), Indore (1995)</li> <li>3. <b>Masters of Business Administration (M.B.A.)</b> from Devi Ahilya Vishwavidyalaya (Indore University), Indore - 3 years part time course (1999)</li> </ol> <p>Specialization : HR, Systems</p>
<p><b>Skills</b></p>	<p>Good communication skills –  Verbal and written (Hindi, English &amp; Gujarati).</p> <p>Familiarity - Microsoft office, Internet</p>
<p><b>Career Graph:</b></p> <p>Started career as communication executive in Tunir Software Services, Indore, a software company. My core responsibilities were testing the software as a layman and provide training to newly joined users of software.</p> <p>After-words I got an opportunity to work with Nirma University as office administrator. My core responsibilities included day to day administrative work and assist to Head of the Department &amp; Director for related issues.</p>	

<b>12/2002-03/2006</b>	<p><b><u>Nirma University – As office assistant cum administrator</u></b></p> <p>Looking after all administrative responsibility (Time table preparation, to maintain visiting faculties record, student's issue related to admin etc. Taking care of HOD schedule</p>
<b>04/2006-till date</b>	<p><b><u>ONE advertising and Communication Services Ltd.- HR Manager</u></b></p> <p>Joined organization as Sr. Executive in HR team. Now days working as HR Manager (Operations). HR responsibilities are includes –</p> <ul style="list-style-type: none"> <li>• Talent acquisition</li> <li>• Joining formalities and Induction</li> <li>• Requirement based Training for all employee</li> <li>• Employee engagement, relations and life cycle</li> <li>• Performance review and appraisal activity</li> <li>• Exit formalities</li> </ul> <p>for corporate office as well as for branches.</p> <p>Co-ordinate with the administrative function of organization. Also assist to Director for their day to day schedule.</p>
<b>Value Cherished</b>	Contributing towards 'the good' and prosper by being ethical and be honest to the self at all times.
<b>Personal Information</b>	<p>D.O.B. : 19/12/1969</p> <p>Marital Status: Married</p> <p>Nationality: Indian</p>
<b>Communications</b>	<p><b>Residence Address –</b></p> <p>E-1103, CARMEL, Goderej Garden City, Jagatpur-Chainpur, Road, Jagatpur, Ahmedabad – 382 470.</p>