



MANISH AMRUTLAL PARMAR

1061-VISALPUR, 8 KMs FAR FROM SARKHEJ ON DHOLKA ROAD, AHMEDABAD-382210
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I am positive and self motivated, self learner, techno savvy, work driven and people friendly professional.

I am holding total 3 years experience in Office Administration, HR Coordination and back office operation and recruitment domains from some of the reputed companies in Ahmedabad.

And Now Onwards I am seeking for the same kind of job opportunity in Ahmedabad.

Professional Experience

[i] IMS People Posible | Ahmedabad

03/22 - 05/22

Outreach Coordinator - Recruiter

Outreach Coordinator | Offshore Recruitment Process - RPO

- Perform Non Voice Recruitment Process for US Clients
- Sourcing candidates - Utilise mail corresponding and SMS techniques
- Fixing Interview - Manage calender and schedule telephonic Interview
- Working with Monster Jobs, career builder, LinkedIn
- Meeting daily, weekly and monthly recruitment target.

[ii] Jarun Pharmaceutical Pvt Ltd | Ahmedabad

09/17 - 01/19

Office Assistant | HR and Admin

Office Administration | HR Coordination | Employee Induction | Team Support | Clerical Operation

- Act as the first point of contact for HR and Admin related queries from employees
- Provide Help & Support to the Marketing Team (Medical Representatives) and perform troubleshooting tasks
- Supervise all admin activities
- Employee engagement - Managing Company's Events (Employee Get To Gather, Picnic)
- Employee Induction - Perform joining formalities and documentation
- Perform all other ad hoc tasks assigned by the line manager i.e HR and Admin related work
- Generate and share employee performance reports
- Monitor house keeping activities and housekeeping staff and peon
- Daily Courier Coordination
- Perform Clerical Task like as Copy, Scan, Print of documents.
- Vendor Management and Payment Process
- Schedule interview, appointment and meetings
- Monthly Travel Expense Process Management

[iii] NR Doshi And Associates | Ahmedabad

12/19 - 12/20

Front Desk and Admin Executive

Office Administrator | Front Desk operation | HR Coordination | Facility Management | Clerical Operation | COVID Coordinator

- Total Office Administration
- Fixing appointment scheduling interview and meeting arrangements
- Participant with HR in recruitment Process, Employee Engagement, facilities Hr training requirements
- Ensure reception area is tidy and presentable, with all necessary material
- Receive, sort and distribute daily mail/deliveries
- Provide basic and accurate information in-person and via phone/email
- Co-ordination to provide adequate facilities to the new joinee- I Card, Biometric registration and joining formalities
- Facility Management - Tea for staff, water supplies, Food and snacks, Create work friendly office culture, Manages office supplies sanitary, stationary, First aids, and other occasional requirements
- Time keeping and attendance Management of all employees
- Covid-19 Coordinator-Maintain track of medical check records of employees and reporting to government authorities and take necessary action as per need to maintain healthy and safe work place
- Monitor house keeping activities and housekeeping staff and peon
- Daily Courier Coordination
- Day to day HR Coordination
- Vendor Management and vendor Payments
- Grevience Handling

[iv] Squirrel Softech Service Private Ltd | Ahmedabad

10/21 - 01/22

Admin and MIS Executive

Office Administrator | Employee Engagement | HR Coordination | Facility Management | Clerical Operation

- Entire Office Administration and office maintenance
- Manage Office supplies like as stationary, sanitary, First Aid, furnitures & other office needs
- Facility Management - Tea for staff, water supplies, snacks, Create work friendly office culture
- Monitor house keeping activities and housekeeping staff and peon
- Daily Courier Coordination
- Generate and share MIS reports
- Initiating quotation from various service providers related to HR & Admin
- Vendor Management and Payment Process
- Perform sales and purchase operation
- Employee Engagement - Arranging Training program as per schedule and participate in training Preparation
- Participate in HR Coordination
- Managing and organize Company Events (Employee Get To Gather, Picnic)
- Grevience Handling
- Petty cash Handling

[v] Reliance Jio Infocom Pvt Ltd | Ahmedabad

10/14 - 01/17

Sales Executive

Inbound Sales | Retail Sales | Consumer Durable Sales | Customer Interaction

- Sale electronic goods at Reliance JIO Point walk in center

- Handling entire company's Own Retail Store and Administration
- Inventory Management - Perform Physical inventory daily
- Daily Cash Management
- Performance Orientation - Meeting sales target

Education

GTU | Government Polytechnic Ahmedabad **05/11 - 06/14**
Diploma In Information Technology (IT) | English Medium - Second Class

- Passed with 5.8 CGPA

GSHEB **03/11 - 03/11**
HSC Commerce | Gujarati Medium - First Class

- Passed out with 69.57 Percentage

GSEB **03/09 - 03/09**
SSC | Gujarati Medium - Distinction

- Passed out with 76.77 Percentage

Key Skills

- Strong Verbal and Written Skill
- Mail Correspondence, Internet Surfing, Working with Google Drive
- Office Administration and Vendor Management
- HR Coordination and Recruitment
- Employee Engagement and Team Player
- Familiar with MS office tools - MS Outlook Express, MS Excel, MS Picture Manager, MS Word, MS Power Point

Interests

- Exercise and Work Out, Music, Cricket