



Shibu S Pillai

DOB | 20th May, 1978

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Profile Summary

A multi-faceted, diligent, hands-on, dependable and strong minded professional with vast experience in Corporate Affairs, Administration, Business management etc., in Government as well as private sector.

A Post Graduate in Management by qualification, having more than 24 years of experience in various administrative and business fields in Government (**GSPC**) as well as Private sector with expertise in Corporate Affairs, Government Relations, HR & Administration, Business operations etc. Also holds Executive Diploma from Nirma Institute of Management in HR & Information Technology.

Educational Qualifications

- MBA from Allahabad Agricultural Deemed University
- Executive Diploma in HR from Nirma Institute of Management
- Executive Diploma in Information Technology from Nirma Institute of Management
- BA from Calicut University

Area of Expertise

- Corporate Affairs
- HR & Administration
- Business Operations
- Business Development

Skills

- Interpersonal and communication skills
- Management and leadership skills
- Team-building
- Dispute resolution

Career Highlights

Crown Television Limited, Gandhinagar

Executive

(June 96 – March'98)

Crown Television Limited was one of the largest manufacturer of electronic items in 90s', with primary focus on Televisions of wide ranges.

As Executive,

- Assisted the Managing Director of the Company in day to day operations
- Implemented the MIS system for providing day to day information / updates about the company to the top management
- Played an active role in implementing new HR Policy for the company
- Also monitored implementation of Inventory Management System to keep track of various goods / materials
- Effectively coordinated various tasks assigned from time to time

Gujarat State Petroleum Corporation (Govt of Gujarat Undertaking)

Executive Assistant to CMD and Officer (Admin & HR)

(April'98 – Nov'04)

Gujarat State Petroleum Corporation is a Government of Gujarat undertaking headquartered in Gandhinagar, Gujarat, and is engaged in the field of Exploration and Exploitation of Oil & Gas in various parts of the country. It has also diversified into other business activities such as power generation, gas transmission, city gas distribution, Information Technology, LNG Terminal etc

I was responsible for,

- Assisting the CMD of the Company in day to day operations
- Assisting the CMD in implementation and monitoring of the MIS system
- Follow-up and coordination with various Departmental Heads
- Assistance to Admin & HR Head for successful day-to-day administration of the Corporation
- Co-ordinated and assisted the HR Head in recruitment, selection and induction activities in the organisation
- Coordinated for training and development programmes for employees for enhancing their technical and soft skills.
- Supervised housekeeping activities in the organization.
- Actively involved in Leases and Annual Maintenance Contracts
- Ensuring compliance with statutory regulations like PF, ESI etc., in coordination with Consultants
- tie-up with Hotels and Reservations for employees who are on tour
- arrangement of transport facilities for employees

NEESA Leisure Limited (Neesa Group of Companies)

Various positions (Sr Manager/ GM/ Sr GM/ VP)

(Nov'04 – Feb'2015)

NEESA Group of Companies, well-diversified business group headquartered at Ahmedabad, Gujarat, diversified into Hotels & Resorts, Agritech, Education, Information Technology, Infrastructure & Metal Casting, Media, Real Estate etc.

I have started my career with Neesa Group as **Sr Manager** and served in various positions like General Manager, Sr General Manager and **Vice President**. I was actively involved from the setting up of each businesses to ensuring its successful operation. I have played a major role beginning from identifying and acquiring land to ensuring all developmental and operational permissions and successful operation of each units.

I was responsible for,

- Overall Administration and Corporate Affairs activities of the Group
- Complete Asset Management – procurement, storage, allocation, periodical maintenance of all movable assets. Upkeep and maintenance of buildings and immovable assets owned by the company.
- Leasing – short term and Long-term leasing of Hotel rooms, commercial spaces to Corporates etc.
- Annual Maintenance Contracts – annual maintenance contract for all high value equipments across the Company
- Insurance & Claims – Insurance for buildings, equipments, business etc., and process and submission of claims as and when need arises
- Security Management – ensuring complete security of buildings and premises with the help of technology and monitoring
- Fire & Safety – ensuring fire & safety equipments in place all across the Units, periodical inspection and training etc.
- Overall housekeeping and upkeep of properties across the country
- Preparation and execution of Standard operating procedures (SOP) for Administration and Corporate Affairs Departments
- Effective coordination with various State as well as Central Government organizations
- Provide support and services to all Group units in intrinsic and extrinsic matters particularly with regard to central and the state governments, administrators, and the trade chambers
- Played a key role in the routine and strategic matters at the unit and Group levels, with an aim towards creating a conducive public policy environment.
- Ensured developmental permissions, operational licenses, corporate compliances etc., for all Group companies
- Draft and solidify agreements, contracts and other legal documents to ensure the company's full legal rights
- Assistance and support in terms of regulatory and statutory compliances to all Departmental Heads in the organization

*** During my association of nearly 11 years, I was also given additional charge of various positions such as GM (HR), GM – Customer Relations, VP - Business Operations (News Channel), VP – Business Development etc.***

Technomeet Solutions

Director / CEO

(2015-2020)

Technomeet Solutions, a software start up venture, headquartered in Gandhinagar was into development of various IT & software solutions, ERPs, e-commerce portals, Digital Media, social media marketing etc. It was also the channel partner for SAP in Gandhinagar.

- I was actively involved from inception to its successful operations.
- Creating, communicating and implementing organization's vision, mission and overall direction
- responsible for recruitment and human resource management
- overseeing all operations and business activities
- software Product designs and its execution
- ensuring cash-flow
- business development - both Government as well as Private.

Freelance Consultant

[Corporate Affairs & Business Administration]

Consultant / Advisor

(2021 to present)

Consulting and advisory in,

- Corporate Affairs
- HR & Administration
- Business Administration
- Business Development

Language Proficiency

English | Hindi | Gujarati | Malayalam

Activities & Interests

Sports (Running) | Music | Movies | Reading

(Shibu. S.Pillai)

Place: Gandhinagar

Date: