**PRAGNESH R. MASTER**

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***Ready to relocate in Gujarat***

**CORE COMPETENCIES**

**Administration Human Resource Mgmt**

**Operations Management Logistics**

**Vendor Management Facilities Management**

**Training and Development Financial Management**

**Property/Asset Mgmt Internal Process Mgmt**

**Infrastructure Management Liaison Work**

**EMPLOYMENT CHRONICLE**

**March'21 to Currently with Privi Speciality Chemicals Limited, Jhagadia as Administration Executive.**

**HR Function** –

**SAP** - Gate entry system training given to security, PR Raising in system, for PO follow up with head office, GRN Receiving, Execute bills through system, then give it to the account department.

**Resume shortlisting** – Inviting resumes for the various posts and shortlisting the same.Candidate form fill-up & document collection and arrange interview

**Joining formalities** – After succession of an interview when new joinee come for joining all the formalities of document fill up, medical check up and induction handling.

**Payroll system** – Handling company and contract employee payroll management system and taking care that every month smoothly distribution of salary takes place at 1st date.

**Attendance** System - Handling Employee attendance system through Morpho, Gallagher & CLMS (Contract Labour Management System) and Ethos Software.

**Grievances redressal** – All employees grievances handling.

**PT Tax slip** – Professional Tax slip maintenance and handling overall documentation file wise of all company employees.

**Publish new notices –** Holiday, Vehicle Route change, Sports day etc notices made and signed through Sr. Vice President and send them to notice board.

**CSR Activities** – Recently Privi has provided local Gram Panchayat Dadheda Chairs, Tables and PC Set, and this year we had completed 35 tree plantation work in Privi Speciality Chemicals Limited and Privi had taken care of 6 child from locality and handle overall education charges for these 6 children,

**Administration Function –**

**Administration Billing** – Guest house maitenance, Hotel bills, Vehicle maintenance, Company contract employees billing, miscellaneous billing, etc

**Liasioning** – Pre Fire NOC approval from Regional Office, Surat is taken, Narmada Clean Tech Name change, DGVCL name change from POIL to PSCL done, for new company any due remaining in old owner name is checked through JIA, GIDC, GIDC Ankleshwar, GPCB, etc.

**Budget Handling –** Executing and monitoring overall administration budget.

**Event Organizing** – Sports event, Safety week, Annual Function, Diwali, Mass Vaccination Camp arranging, employee engagement events.

**Guest House Handling** – Guest house overall handling and caretaker daily reporting for any problems.

**Vehicle Management** – Maintenance of 6 Vehicle 3 are company owned and 3 are on contract and monitoring all through daily logbook verification.

**Security Handling** – Daily taken written report from Security Supervisor and in each shift telephonic reporting for company security reasons.

**Housekeeping** – Daily take round of company if there is any mismatch in housekeeping immediately action taken and continuously improve housekeeping.

**Canteen Management** – Arranging for lunch and Dinner for Overtime holders within company and for company contract employees, Guests and visitors.

**September’20 to March'21 with Malwa Oxygen & Industrial Gases Pvt. Ltd. as Accounts cum Administration Officer.**

**Notable Highlights**

**FINANCE Function:-** Monitoring Funds, Accounts of all the **Receivable and Payable**. Weekly updating **Bills Payable MIS & Receivables MIS** And coordinate with vendors for **GST** & maintain **register for GST**, Handling Company running cost by handling & preparing **Petty cash Vouchers** and **Petty cash register** updation. **Bonus & Sanctioning** the Vouchers of the employees, Bills verification, Salary bills, Contractor’s bill, purchase bills, furniture & fixtures bills, etc.

**PURCHASE Functions:-** Invite vendors for any **Requirement** in organization and **Quotation** **Comparison** and find out L1, L2 and L3 and suggest top management for if its suitable as per our requirements, Making **PO** for selected Vendors. As per given PO payment received by vendor coordinate in between vendors and organization. **Ordering Vendors** and coordinate with vendors till order is received.

**HR FUNCIONS:-** Recruitment and Selection of the employee, Planning of the Human Resources, Scrutiny of Resumes, Monitoring **Attendance**, **conducting & monitoring welfare activities**, compensation in terms of **leave & salary**, **wage & salary administration**, Performance Appraisal of Employee & organization as a whole. Maintaining the Administrative & Personnel System of ‘Malwa Oxygen & Industrial Gases Pvt. Ltd.’ Public Relations in terms of Liaison with all Department, Employment & Training, Education, Revenue, etc. Establishing administrative procedures to meet objectives set by Management of the organization. Proposal writing, Preparation of reports. Prepare every month **Attendance MIS** for salary of whole staff, and smoothly distribution of salary.

**LOGISTIC Function:-** Also having responsibilities of **Material inward and outward** documents preparing and **QC checking** and Also having maintain Record Management System. Coordinating **Government officials & shouldering** the responsibilities as a **Representative on behalf of the management** at the time as and when needed.

**OTHER FUNCIONS:-** In addition to above liaisoning for **CSR(Corporate Social Responsibility) & Government Authorities** activities taken place in surrounding area of company And role for verified appropriate **measurement of all maintenance works** taken place in company. **Prepare Daily work report** for whole organization, working as PF monitoring helping hand in organization.

**From Sep’ 2017 to Aug’2020 with District Planning Office- Collectorate - Bharuch as SPA (Senior Project Associate) (3 Years of Rich Experience with Government Of Gujarat)**

**Holding the Responsibilities and Duties:-**

* Independently handling the **Planning works approval process with** **District & State Higher Authorities** from **IAS officials** to Ministerial level**.**
* Independently **Preparing, Monitoring & writing the different Reports, Development Plans & its execution** on **DHDR, DHDP, Taluka Development Plan,** **Sustainable Development Goals Report, Evaluation Studies, Quarterly - Six monthly - Yearly review meeting** for District level.
* Accomplished ‘**VISHWA YOG DIVAS 2017-18to2018-19’** in cooperation with State & Central Govt.
* Handling Statistics Day Meeting, Preparing ppts and presenting, as well as with 15000 employees election duty allotment, planning, executing and complete elections.
* Detailed exposures in **2 – Elections of National Events** by performing different duties in “ELECTIONS”:- 2017 - Gujarat General Assembly, 2019 – Loksabha Elections.
* **Resolving LAQ & its submission by co-ordinating and follow up with implementing officers.**
* **Independently Handling the RTI related to “MLA”, “Incentive” Schemes and Decentralised District Planning Programme.**
* **Handling the team of 7 persons include** 1-Statistical Assistant, 1-Research Assistant, 3-Clerks, and 2-Computer Operators for monitoring Day to day HR & Administrative Activities and reporting to District Planning officer.
* Accomplishing Joining formalities for New employee.

**From July’2017 to September’2017 Worked for ONGC Petro-additions Limited worked as a Personal Secretary to President**

* Handling responsibility **Administration and Operation** work of President Office.
* Overall Decorum maintenance of president office on continuous basis.
* Holding responsibility of travelling for President of OPaL and special guest of President.
* Ensure documents received and dispatch through Presidnet office **Document Management System**.
* Handled Files and letters are for **Record Management System**, making entry in system as well.
* Resposible for writing **Minutes of Meeting (MOM)**.
* Arrange meetings with **Visitors, Contractors, Employees, Government Officials and Daily meetings**.
* Handling mails and telephonic conversation with Plant Heads, Visitors, Vendors, Government Officials, etc.

**From July’2015 to July’2017 Worked for ICICI Lombard GIC Limited worked as a Branch Service Manager (2 Years of rich experience of Operations & Administration)**

* Responsiblle for overall **Administration and Operations** of 3 Branches.
* Ensure **Vendor Development** for all three branches for day to day requirement.
* Keep an eye on each asset inside the branch and **Recorded Maintenance** of branch.
* Resolving query to office staff regarding **HR, Operations, Documents, etc**.
* Effectively Handling **Front desk** (Calls, mails, Visitors, Auditors & Customers).
* Responsible for giving approval for any **Material** required in branch.
* Handling mails and telephonic conversation with **Customers, Visitors, Vendors, Government Officials,** etc.
* Ensure that **each policy punched** every month must be sent to Head Office.

**From Jan’2013 to June’2015 Worked with NJ India Invest Pvt Ltd as Operation Executive (2.5 years of Rich Experience in Administration & Operation)**

* Ensure **Collection Process** running smoothly for realty business for organization.
* Responsible for make calls to the client for **Abnormal Recovery**.
* Ensure that client done with payment converting them in **Owner of the Property**.
* Responsible for handling **Draft Sale Deed, Possession and Agreement for sale**.
* Handling work for **Daily, Weekly, Monthly and Yearly MIS** for recovery, Agreement for Sales, Sale deed and Possession.
* Responsible for **Visit Real Estate Sites** every month and ensure for evaluation for payment done and work done.
* **Overall Handling 7-8 Projects** in NJ India Invest Pvt. Ltd.

**EDUCATION**

**M.B.A. from V.N.S.G.U. University, Surat in 2011.**

**B.B.A. from V.N.S.G.U. University, Surat in 2008.**

**PERSONAL DOSSIER**

Date of Birth: 20th October 1987

Address: 155/ Shree Rangkutir Bunglows, Zadeshwar Road, Bharuch - 392001

Marital Status: Married

Nationality: Indian

Languages: English, Hindi & Gujarati

Computer Literacy Passed **DEO (Data Entry Operator)** from I.T.I., Ankleshwar**, Passed Tally 9.0** from C’DAC, Bharuch, M S Office (Word, Excel, PowerPoint presentation), Outlook.

Knowledge of internet & e-mail ability to prepare the reports & letters using **English &** **Gujarati-Shruti Fonts** with good speed.

Special Achievements ☞ Obtained N.C.C. ‘A’ level certificate examination (National Level).

☞ Obtained 1st Rank – Interclass Volleyball Tournament taken place, while doing MBA.

☞ Attending no. of training camps of state level Programme as an NCC Cadet.