



GYANESH BHATI

Mail Id: - gyanesh0011@gmail.com

Contact No. +91-8829918233

Respected Sir/Mam,

I am writing to express my interest on Senior Manager/ Admin Officer/ Admin & HR Position with your company.

I have the experience and educational background which you are looking for an ideal candidate.

I am working at Symbiosis Assistance Pvt. Ltd. Jodhpur as Manager – Admin & HR from Sep.21 to till date.

I have worked at AGP CGD India Pvt. Ltd. (AG&P PRATHAM) - Jodhpur as an Assistant Manager- Admin from Aug.2019 to Sep.21.

I have worked at Passport Seva Kendra under Tata Consultancy Services as a Admin Executive from Oct.2014 to Aug.2019.

I have worked at Passport Seva Kendra under Tata Consultancy Services- Jodhpur as a Citizen Service Executive from Dec.2011 to Oct.2014.

I have worked with Shree Kisan Brothers as an Assistant sales Manager- Jodhpur. During this time, I have gained a considerable experience in all aspects of this position.

I am highly motivated and can offer customers the best and qualitative service as possible.

I hold an MBA in Information Technology degree with honor from Punjab Technical University.

I hold POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT (PGDHRM) from Indira Gandhi National University (IGNOU), Delhi

I have enclosed my resume with this letter which will give you detail information about my relevant work Experience, achievement, and Qualification for you to Peruse. I would be willing to attend an Interview with you to discuss how I could be a vital part of your organization.

Thank you so much for your valuable time and considering this letter. I look forward to hear from you soon.

Sincerely,

Gyanesh Bhati



gyanesh0011@gmail.com

+91- 8829918233

Jodhpur

Key Skills & Competencies

- Business Administration & Operations Management
- HR Policy Implementation & Compliance
- Vendor & Contract Negotiation
- Staff Training & Development
- Team Leadership & Performance Management
- Facility & Asset Management
- Budgeting & Cost Control
- Recruitment & Employee onboarding & offboarding
- Workplace safety & Regulatory compliance.

Education

PGDHRM:

POST GRADUATE DIPLOMA IN
HUMAN RESOURCE
MANAGEMENT- **INDIRA GANDHI
NATIONAL OPEN UNIVERSITY**
(IGNOU) NEW DELHI, INDIA

12/2011

MBA:

Information Technology

RAI BUSINESS SCHOOL

NEW DELHI

affiliated from Punjab Technical
University, Jalandhar.

06/2009

B.SC.:

Electronics

JAI NARAIN VYAS UNIVERSITY

JODHPUR, Rajasthan

GYANESH BHATI

Professional Summary

Results-driven administrative and HR professional with over a decade of experience in operations management, Administration, Human resource management, and business strategy. Adept at optimizing workplace efficiency, managing vendor relations, implementing HR policies, and streamlining business processes. Strong leadership, negotiation, and project management skills with a proven track record in contract management, staff training, and performance optimization

Professional Experience

* Manager – Admin & HR *

* Symbiosis Assistance Pvt. Ltd.* | Jodhpur | Sep 2021 – Present

- Create and maintain a workplace environment that maximizes efficiency and productivity for employees. Implement best practices in facilities management to optimize space utilization and workflow.
- Enhanced daily employee operations through management of security, cleaning, and facility services.
- Developing and implementing HR policies aligned with company objectives. Ensure that the workplace adheres to all health, safety, and environmental regulations.
- Maintain accurate HR data and records, generating regular reports and their Mediclaim policy. Oversee all aspects of the recruitment process, including sourcing, screening, interviewing, onboarding new hires, and offboarding procedures and formalities. Recording, maintaining, and monitoring attendance to ensure associates' punctuality. Conducting employee orientation and facilitating newcomers' joining formalities.
- Maintaining and regularly updating the master database of each employee. Expertise in handling new premise setup and asset management. Identify and recommend vendors or service providers for various needs like housekeeping, workspace management, cafeteria, transportation, printing stationery, and hotel accommodation, event management. Oversee their performance and ensure efficient service delivery.
- Monitor weekly and monthly invoices for each vendor agreement to uphold financial transparency and accountability standards.
- Responsible for the management of human resources, budgets, and records, as well as supervising other employees. Maintaining data and registers of Purchase, Stock, and Inventory. Established processes to ensure efficient workflow throughout the organization.
- Maintained up-to-date records of employee attendance, payroll information, and vacation requests. Ensured compliance with all applicable laws, regulations, and industry standards.
- Organized special events, such as conferences or training sessions for employees. Managing vendor relationship, procurement, and contract negotiations for cost optimizations.
- Scheduled interviews for potential candidates and conducted reference checks prior to hire.

- Oversaw daily operations, maintaining efficiency and quality standards. Established and monitored KPIs to evaluate performance and identify areas for improvement.
- Managed annual budgeting and forecasting, optimizing resource allocation. Managed inventory levels to meet demand without overstocking, reducing waste. Supervised and managed all aspects of facilities, premises, assets, utilities, maintenance, and repairs.
- Act as a liaison between management and employees to address and resolve HR-related issues.

*** Assistant Manager – Admin & HR ***

***AGP CGD India Pvt. Ltd. (AG&P PRATHAM) * | Jodhpur | Aug 2019 – Sep 2021**

- Handling all general activity of office administration for smooth functioning of admin department
- Coordinating with various vendors- Housekeeping & Security Management, Keeping track of various office Admin bills
- Purchasing, ordering, stock maintaining and distribution of office supplies like Stationeries, Printing consumables etc
- And maintaining track of the same
- Routine Safety Inspection of Hired Vehicles and Co- ordination with Contractor for fit for use condition of office vehicles
- To Maintain & monitor daily, Weekly & Monthly attendance, fulfilled HR related activities like Joining, accommodation etc
- Assistant to HR department
- Following Compliance undertaken by Human Resource department employees with relevant Acts, legal demands and ethical standards from third party vendor
- Arrangements of office expansion for future use
- Coordinating travel and accommodation for official guests, Managing and updating Company assets
- Arrange travel and related requirements such as flights, car rental, accommodation, etc
- To Prioritize conflicting needs & handles matters proactively and strong follow up on activities to successful completion of Admin & HR activity

*** Admin Executive ***

***Passport Seva Kendra (Under Tata Consultancy Services)* | Jodhpur | Oct 2014 – Aug 2019**

- Daily, weekly & monthly reporting to the head office
- Managing staff related services to security, facility & other local vendors
- Handling all type of issues regarding management
- Maintaining data & registers of Purchase, Stock & Inventory
- Database Management
- Responsible for smooth operation of organization.
- HR related activities like joining & resignation of Associates.

*** Citizen Service Executive ***

***Passport Seva Kendra (Under Tata Consultancy Services)* | Jodhpur | Dec 2011 – Sep 2014**

- Worked as Citizen Service Executive at Passport Seva Kendra under Tata Consultancy Services
- Managed & resolved customer queries related to Passport
- Analyzed documents related to Passport

- Back up of Admin, Team Leader & Account Officer

*** Research Analyst ***

RAI FOUNDATION | Delhi | May 2010 – June 2010

- Worked as "Research Analyst" in "Rai Foundation" in PPP Projects in summer internship
- Conduct 7 days survey under "Radcliffe School" in Delhi & Rajasthan surrounding region

*** Assistant Sales Manager ***

***Shree Kisan Brothers* | Jodhpur | May 2007 – June 2008**

- Worked as an Assistant Sales Manager to identify potential markets in Jodhpur and its surrounding regions
- Develop a mail out campaign and then followed with good success
- Maintained contact with customers and obtained follow up

Languages

ENGLISH, HINDI, AND LOCAL

ACHIEVEMENTS

- Participated in "Eknath Ranade Bal Mahotsav" in Sept. 1997
- Participated in "Bhartiya Sanskriti Gyan Pariksha, Gayatri Family, Haridwar" in 1999.
- Participated in "Maharaja Agrasen General Knowledge competition" in 2002
- Awarded by best CSE in 2014 from Passport Seva Kendra under "TATA CONSULTANCY SERVICES LTD".
- Awarded by Appreciation Letter from "Ministry of External Affairs", Passport Office- Jaipur
- Established Admin office at AG&P Salawas CNG Plant at Salawas for supplying domestic gas & CNG inside the Jodhpur city.
- Set up Office with Interior works & sitting arrangements with administrative activities at AG&P Pal road Jodhpur.

PERSONAL DETAILS

- NAME - GYANESH BHATI
- DATE OF BIRTH - AUGUST 23, 1986
- FATHER'S NAME - MR. BHARAT KUMAR BHATI.
- ADDRESS - 93, AASHIRWAAD SUBHASH NAGAR, PALROAD JODHPUR
- SEX: MALE
- MARITAL STATUS: MARRIED

Disclaimer

I do here declare that the above given details are true and accurate to the best my knowledge.