



SANJIV OMPRAKASH MISHRA

Superior, aggressive, confident and proactive decision maker, completely driven by passion to achieve organizational goals in Human Resource, Administration & Operations management. Team player, undeterred by obstacle in the path to progress utilizing rich experience of nearly a decade as a Human Resource Administrator in the Plant as well as corporate level exposure.



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Executive – HR & Admin

Academic Details

- ✓ **2023:** MSW (Pursuing)
- ✓ **2021:** Diploma in Fire & Safety Mgmt. from NILEM
- ✓ **2021:** PGDHRM from Symbiosis (SCDL)
- ✓ **2015:** M.com from Mumbai University with 67%
- ✓ **2013:** B.com from Mumbai University with 76%
- ✓ **2010:** HSC from Maharashtra Board with 63%

Technical Skills

- ✓ SAP
- ✓ Microsoft Office
- ✓ Operating Systems – Win-XP, Win-10
- ✓ Adobe Photoshop, Illustrator, 3D Max

Career Timeline



Profile Summary

- An incisive administrator with **more than 8 years of experience in Human Resource, General Administration, Facility & Operations Management**. A keen planner, strategist and implementer with proven success in devising & effectuating policies aimed at ensuring smooth running of HR, Admin, Operations, Facility management & Security of establishment.
- Currently handling the role of **Executive – HR – Talent Acquisition, Employee Welfare, CSR, Employee Engagement, R&R, Employee Grievance handling, Employee Transportation, Facility Management, Plant Security, CCTV and Fire Safety with Asian Paints Limited** with expertise in manpower handling; competent in managing assigned tasks accurately, efficiently & methodically.
- Highly resourceful in vendor management for optimum supplies for operational reliability. Good communication skills with effective relationship building & negotiating skills, analytics, multitasking, instant decision making & exposure to working in hi-tech environment.
- Hands-on-experience in **Managing contractual manpower's** – Security staff, Fire Safety experts, Company Transportation, Housekeeping staffs, CCTV engineers and Pest control team.
- Implementation of **5S, Security & Fire Safety Manual** at Manufacturing Unit
- **Vendor Management** – Introduction of new vendor, Negotiation, Finalization and on-boarding.
- Preparing yearly departmental **budget** & monthly provisions.
- Organizing **Mock, Emergency/Evacuation drill** related to fire & Safety.
- Liasing with local bodies and government officials.
- An effective **communicator & negotiator with strong analytical, problem-solving & leadership skills**.
- Handling **Welfare & Canteen Committee**.

Core Competencies

Security & Facility Management

Fire & Safety Management

Budgeting & Cost Control

Employee Transportation

Talent Acquisition

Commercial Negotiations

Employee Welfare

Contract/Vendor Management

Event Management

Organizational Experience



ASIAN PAINTS LTD.

Executive II – HR

Executive I – Security

Dec'21 – Present

Nov'18 – Nov'21

Roles & Responsibilities:

- ❖ Handling recruitment of Lower & Middle level employees.
- ❖ Handling Employee Life cycle including joining formalities and maintaining personal files.
- ❖ Designing and managing various employee engagement and Welfare activities i.e. Factory Day, Diwali Celebration, Employee get-together, Pooja, Employee uniforms, gifts distribution, etc.
- ❖ Monitoring Employee Grievance Redressed System on regular basis. Coordinating with relevant stakeholders for timely closure of grievances.
- ❖ Handling Welfare & Canteen Committee
- ❖ Handling Employee transportation & Canteen services for all permanent and contractor staff.
- ❖ Developing and executing CSR programs, as well as conducting periodic program reviews to assess outcomes and effectiveness.
- ❖ Promoting employee volunteering activities under CSR in coordination with internal stakeholders.
- ❖ Promoting Reward & Recognition by motivating employees and maintaining tracker of the same.
- ❖ Managing strength of 200+ contractual manpower at various cadres in Housekeeping, Security, Fire Safety, Employee Transportation, CCTV engineers and Pest control.
- ❖ Redressal of employee's / Union member's grievances related to transportation and other relevant fields.
- ❖ Vendor Management – Introduction, negotiation, finalisation, contract/agreement finalization & PR processing.
- ❖ Preparing monthly provisions and yearly departmental budgeting.
- ❖ Managing proper sanitization and pest control in entire manufacturing plant
- ❖ Supporting in Mock/Emergency/Evacuation drill related to fire & Safety.
- ❖ Conducting regular inspection of activities related to facility management.
- ❖ Performing comprehensive variance analysis; determining root-cause and ensuring CAPA if applicable.
- ❖ Develop and implement innovative programs and processes that reduce the utility cost, increase productivity and increase savings.
- ❖ Developing initiatives and strategic that lead to cost saving and service improvement

Previous Experience



FORTRESS INFRACON LIMITED

(Formerly known as Fortress Infracon Ltd.)

Associate Manager - Admin

Sept'17-Nov'18



PENSOL INDUSTRIES LIMITED

Admin Executive

Mar'16-Sept'17



KRUPASINDHU ENTERPRISES

(Service Franchise of KENT Water Purifier)

Jr. Service Manager

Sept'14-Jan'16

- ❖ Planning and coordinating administrative procedures & systems and devising ways to streamline processes.
- ❖ Managing Office Boys, Security Staffs, housekeeping Work, Pantry Services and Technical Mailroom.
- ❖ Handling corporate travel (Flight, Bus, train) bookings & Hotel bookings.

- ❖ Assisting directors in their Personal & Official work i.e. IT Returns and other financial activities, Event Planning, Scheduling meetings, Email/letter drafting etc.
- ❖ Continuous feedback and monitoring of front office activities, controlling the stock of all consumables such as stationery items, photocopy papers, toners, pantry consumables and Cafeteria Management.
- ❖ Ordering, issuing and inventory management of Company ID cards, visiting cards, building access card, envelopes, calendars and diaries.
- ❖ **Sales Administration, Branding & Schemes:**
 - Making Purchase Orders (P.O.) and Proforma Invoices (P.I.).
 - PDC and outstanding payment follow-ups with the distributor & Sales team.
 - Checking/maintaining of daily & monthly attendance report and leave records of all marketing officials.
 - Continues follow-up with the Managers and Executives regarding the weekly report, Location report & their Tour Plan report for the month.
 - Making various branding & scheme circulars and motivating/assisting sales team in branding activities.
 - Maintaining records of all Branding Activities for the Company i.e. promotional activities, Mechanic, Dealer and Distributor Meet.

Certifications

- ❖ Human Resource Mgmt. (*International Business Mgmt. Institute, Germany*)
- ❖ Fire Safety Training (*Northstar Safety Systems P Ltd.*)
- ❖ Problem Solving (*Amity University Online*)
- ❖ Fire prevention and Fire Fighting (*When-it-Strikes Crisis Mgmt. Pvt. Ltd.*)
- ❖ Emergency Preparedness (*When-it-Strikes Crisis Mgmt. Pvt. Ltd.*)
- ❖ Administrative Skills (*E Learning College*)
- ❖ Human Resources Management (*E Learning College*)
- ❖ Management Course (*E Learning College*)
- ❖ Contract Management (*ION TATA Consultancy Services*)
- ❖ Understanding Vendor Mgmt. in Supply Chain (*ION TATA Consultancy Services*)
- ❖ Structured Development Program - Velocity (*Asian Paints Ltd*)

Skill Set



Personal Details

Date of Birth: 6th June 1993

Languages Known: English, Hindi & Marathi

Marital Status: Single

Permanent Address: A-1/503, Phase – I, Navkar city, Naigaon, Maharashtra – 401208

Temporary Address: H. No. 60, Sector 4, Rohtak, Haryana - 124001

Projects

- ❖ 5S & SPM
- ❖ Block wise route marking within plant premises.
- ❖ Cost saving in transportation by reassessment of route.
- ❖ Route analysis considering safety of employees.
- ❖ Security enhancement
- ❖ Grievance handling portal – VOE

I hereby declare that the information furnished above is true and to the best of my knowledge

Sanjiv Omprakash Mishra