**MANOJ BHATT *(HR)***

**Mumbai**

***E-MAIL ID:*** [***manoj2468@gmail.com***](mailto:manoj2468@gmail.com)***,*** [***manojbhtt@yahoo.co.in***](mailto:manojbhtt@yahoo.co.in)***, Mobile: +91 8652662993/9372347795***

## CAREER OBJECT

# To join a reputed organization & learn the practical aspects of corporate & utilize my potential to the fullest extend to contribute to the growth of the organization & self.

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| A C A D E M I C Q U A L I F I C A T I O N S |

* **Diploma In HR Management (AIIMAS)** with 1st Class
* **Bachelor of Commerce** from *AKBAR PEERBHOY* College of Commerce & Economics*,* affiliated to Mumbai *University*, Mumbai (MS) with Second Class in 1996.
* **Higher Secondary Certification** from G H High School & Jr. College Of Comm., affiliated to Maharashtra Divisional Board with **48.33**% marks in 1993.

* **School Secondary Certification** from New High School*.* Borivali, affiliated to Maharashtra Divisional Board with **43.85**% marks in 1991.

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| W O R K E X P E R I E N C E |

1. **Sr. Manager – HR & Administration, May 2018 – January 2020**

**Woods as Sasan, by 1000 Island Hotels and Resorts Pvt. Ltd**.

1. **Manager HR: RMR Group of Companies Jan 2014 - Oct 2017**
2. **Manager HR: Royal Tulip Luxury Hotels ( Group of Louvre Hotels) Nov 2011- May 2013**

1. **Manager HR: The Park Hotel, Navi Mumbai July 2010 - Oct 2011**
2. **Manager HR: Rodas an Ecotel Hotel Mar 2009 – Nov 2009**
3. **Asst Manager HR: Encore Hotels ( Rajdhani Thali) Apr 2008- Mar 2009**
4. **Asst Manager HR: Hotel RODAS, an Ecotel Hotel. June 2007- Mar 2008**
5. **HR Executive: Krish Property Developer pvt ltd Dec 2006 – Apr 2007**
6. **Operation Executive: - United Associates (Leader in Admin Services). Sep 2005 – Jun 2006**

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| J O B P R O F I L E: (H R R O L E) |

# *MANPOWER PLANNING & BUDGETING*

* *To prepare manpower requirement plan for various departments by observing industry norms of employee numbers and payroll cost percentage to the total revenue.*
* *To execute employee outsourcing contracts.*
* *To design Job Specifications and Job Descriptions for every position to make best combination of manpower talent and qualitative output.*
* *To make HR budget of expenses and costs on yearly basis.*

# *HUMAN RESOURCES POLICIES & PROCEDURES*

* *To prepare various policies and implementation of the same in order to standardize and bring uniformity in every aspect of organizational operations,*
* *To conduct the periodical market survey for implementing best policies & practices followed by other organizations.*
* *To conduct internal employee survey for executing most practical set of policies which will benefit the employees and the organization.*

# *RECRUITMENT, SELECTION, INDUCTION & ORIENTATION*

* *To identify cost effective sources of recruitment such as Campus Recruitments, Employee Referral Scheme, Newspaper Advertisements, Internal Transfers and Promotions etc.*
* *To keep updated with competitive market for offering sustainable salary packages to the new joiners.*
* *To ensure in-depth reference checks,*
* *To conduct the Induction and Orientation of new employees,*

# *PERFORMANCE MANAGEMENT*

* *To make mission & vision statements of the organization as indispensable part of every activity of the employees.*
* *To conduct and facilitate the performance appraisals by focusing on Key Result Areas and its achievements by following Management by Objective (MBO) Module.*
* *To apply the techniques of “SWOT” and “Business Based Activities”.*

***HRIS, SALARY ADMINISTRATION (Using SAP) & STATUTORY COMPLIANCES***

* *To maintain complete database of employees in SAP system using modules of Organization Management (OM), Personnel Administration (PA).*
* *To execute salaries using modules of Time Management (TM) and Payroll (PY)*
* *To ensure various statutory compliances under the Labour Laws such as Provident Fund, ESIC, Minimum Wages, Bonus, Contract Labour, Industrial Disputes Act, etc.*

# *PAYROLL MANAGEMENT*

* *Coordination and management of entire payroll function.*
* *Manage and supervise direct reports within the Payroll Team.*
* *Assist with administering payrolls (month end consolidation and processing support as required).*
* *Reporting - Supporting Internal reporting requirements e.g. Annual leave & Intercompany reports etc.*
* *Projects as required i.e. continual improvement and standardization of payroll operations and systems.*
* *Calculation and payment of termination payments (resignation/retirement).*
* *Payment and reconciliation of bonus payments.*
* *Calculation, payment and reconciliation of payroll tax*
* *Liaison with management and staff regarding all pay enquiries.*
* *Preparation and reconciliation of payment summaries.*
* *Perform system upgrades.*

# *TRAINING, DEVELOPMENT & WELFARE*

* *To design Training & Development calendar and implementation of the same.*
* *To identify training needs based on IQ Audits, customers feedback etc.*
* *To conduct various training programs viz.,* ***Front Office Skill Drills*** *( Check In, Check Out, Escorting the guest to the rooms, Telephonic reservations etc )* ***F & B Service Skill Drills*** *( Taking restaurant reservation on phone, Receiving guests in restaurant, Restaurant service cycle etc )* ***Soft skills trainings*** *( Customer Sensitization, Sizzling Seven, Communication Skills, Grooming, Telephone Etiquette etc).*
* *To evaluate the training results and take corrective steps needed if any.*
* *To deal with various welfare activities such as Annual Day, Birthdays, Picnics, Sports etc.*

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| O T H E R E X P E R I E N C E |

* **Customer Service Exec. Effitech Teleservices India Pvt. Ltd. Mumbai.** July 2004- Sep-2005.

*Nature of Job: Full Time*.

*My Role My job includes taking calls and handling customers services, Tele-brands. As well as taking sales calls for Brite Power, Tahne Direct (UK) and ITV (US)*

*Company Profile Company* *is In-bound Call Center of Tele-brands U.K. and Brite* *Power* *U.S.*

* **Admin Asssistant, Mukund Limited, Mumbai** March 2002- June 2004

*Nature of Job* Full Time.

*My Role* My job includes taking stocks, maintaining RG23 register. Preparing Invoices.

*Company Profile* Company deals with Iron & Steel and production of Railway Equipment’s.

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| P E R S O N A L D E T A I L S |

Father Name: Bhatt Ramesh

DATE OF BIRTH: 14th Sep 1974

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| L A N G U A G E S K N O W N |

First Language: Gujarati (Regional)

Second Languages: English, Hindi, and Marathi

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| C O M P U T E R S K I L L S |

*Operating Systems* MS Windows 98/XP and Basic Computer Handling.

## I N T E R E S T S & A C T I V I T I E S

* Acting
* Listening to Music

**Referees & References: Available on Request**

**I hereby declare that the above-furnished information is true to the best of my knowledge.**

**~~~THANK YOU~~~**