

Harmesh Trivedi

Over 24.0 years of total experience in the industry of which, **14** years in Administration, HR & Supporting IT , 11 years in smart plant and GIS projects .

Qualifications

- 1) MBA in Information Management from Thakur Institute of Management, Kandivali, Mumbai (Affiliated to Mumbai University) in May 2011 with first class.
- 2) Graduate in Industrial Engg. in Oct 2003 from Indian Institution of Industrial Engg. In Oct 2003 with second class.
- 3) Diploma in Business Management in May 1997 from NMIMS with second class.
- 4) Diploma in Mechanical Engg. in May 1995 from Govt. Polytechnic Bandra with first class.
- 5) Pursuing PGDBM in HR from IGNOU.

Certification

- Passed IPMA (International Project Management Associate) Level D certification.
- One year Certificate course in Human Resource Management from L&T Institute.

IT Skills

Smart Plant 4.3, Smart Sketch, AutoCAD, MicroStation, Ms office, SAP 6.0 (MM Module) End User.

Key Skills

Administration, HR, Recruitment, Training organizing Vendor mgmt., procurement , Facility management etc.

Experience in Education field

- 1) Worked in Atharva Group of Institutes as a Registrar from Sep 20 - Apr 21

Responsibilities:

- Time Table execution as per schedule
 - Handling grievances and escalating to heads
 - Supervise day t day activities & operations ongoing in campus
 - Liasoning with university & other regulatory bodies
 - Handling admin activities & manage various services like housekeeping, security etc. , renewal of contracts
 - Infrastructure management
-

- Shall receive complaints & suggestions in regard to improvement of administration & take appropriate actions.

- 2) Worked in Universal School as a Head Admin from Sep 19 – Mar20
- 3) Worked in Gundecha Education Academy as an Administrator from Apr19 – Aug19

Administration & HR Responsibilities

- Responsible for various general administrative activities like Repair & maintenance, renovation work, Housekeeping, Security, Pantry, Pest control, Courier Management, Petty Cash, CCTV, submitting insurance claims, searching and registration of rent offices
- Asset and Inventory Management - Regular maintenance of the assets in terms of cleanliness, repairs etc., Purchase, selling and repair of the furniture at the school, maintaining stocks etc.
- Negotiating and finalizing AMCs, Purchase of office assets, stationery and other office related equipment's.
- Processing of Invoices/Bills related to Rent, Maintenance, Services, Electricity thereby also ensuring payment of bills are actioned.
- Monitoring and Renewal of contracts for Office equipment and branch equipment's like Air conditioners, Photocopiers, Fax Machines, Fire Fighting Equipment etc.
- Handling Facility Management like drinking water, wash rooms, playgrounds, rest rooms, tea, cafeteria etc. for students and staff at all locations, arrangement to Transport facilities for the students at all the locations, electrical, plumbing, telephones, internet etc.
- Looking after maintenance of campus-painting, AC maintenance, repairing if any, leakage, dealing with the issues related to Electricity supply, Telephone and internet facilities at all the locations etc.
- Looking after operation of admission and maintaining accurate data of admissions record.
- Supply Management - Ensure proper and in time supply of uniforms at all locations, Books publishing and other printing materials like visiting cards, brochures etc. as per the requirement of schools, stock Maintenance.
- Liaison with Municipalities, Govt. agencies.
- Organising events.

Purchase Responsibilities

Procurement of Office assets, AMC's, stationeries, Admin services:

- Receiving and analyzing purchasing requisition
- Selecting Suppliers
- Requesting quotations from suppliers
- Price Negotiations with vendor
- Issuing Purchase Order
- Follow up with Vendor for dispatch / delivery as per the given schedule.
- Co-ordination with the vendor for resolving issues in regards to quality, quantity & other documentation issues.

- Keeping track of due payments & coordinating with finance to get payment released.
- Maintain database of suppliers

HR Responsibilities

- Employee onboarding, Screening resumes
- MICM-HR admin module (Salary slip , attendance sheet , leave management)
- Screening resumes
- Making appointment and experience letters
- Joining formalities
- Time Office (Attendance and Leave)
- Exit formalities
- Mediclaim

4) Worked in ITM Group of Institution as an Assistant Manager -Administration from Jun16–Mar 19

Administration Responsibilities

- Responsible for various general administrative activities like Repair & maintenance work, Housekeeping, Security, Pantry, Pest control, Courier Management, Petty Cash , CCTV.
- Asset and Inventory Management.
- Negotiating and finalizing AMCs, Purchase of office assets, stationery and other office related equipment's, rent negotiation and renewal of offices
- Processing of Invoices/Bills related to Rent, Maintenance, Services, Electricity thereby also ensuring payment of bills are actioned.
- Monitoring and Renewal of contracts for Office equipment and branch equipments like Air conditioners, Photocopiers, Fax Machines, Fire Fighting Equipment etc.
- Responsible for Travel arrangement such as Airline & Rail ticketing, cab booking, accommodation arrangements for Chairman, HODs & employees.
- To visit campuses and carry out observations.
- Scrutinizing bills of various locations.
- To bridge the gap between HO & Campus and works as a catalyst on day to day basis from HO to Respective Campus for support.
- Looking after maintenance of campuses-painting, AC maintenance, repairing if any, leakage etc.
- Looking after operation of admission and maintaining accurate data of admissions record for Executive MBA(affiliated to SNHU University)
- Maintaining academic record of all students and college classes
- Managing schedules and day-to-day operations for all the courses
- Resolves scheduling conflicts
- Coordinates with academic counselor for time table preparation
- Preparing budgets for the center
- Completing registration process of students
- Coordinate with faculties to ensure the question papers are given for every subject and the results are handed on time.
- Recruiting and interviewing of housekeeping staff, peons, casual labours for operations
- Handling visiting faculty contracts and renewal.

Purchase Responsibilities

Procurement of Office assets, AMC's, stationeries, Admin services:

- Receiving and analysing purchasing requisition
- Selecting Suppliers
- Requesting quotations from suppliers
- Price Negotiations with vendor
- Issuing Purchase Order
- Follow up with Vendor for dispatch / delivery as per the given schedule.
- Co-ordination with the vendor for resolving issues in regards to quality, quantity & other documentation issues.
- Keeping track of due payments & coordinating with finance to get payment released.
- Maintain database of suppliers

HR Responsibilities

- Employee onboarding
- Joining formalities
- Appointment letters, Experience letters
- Time Office (Attendance and Leave)
- Exit formalities
- Mediclaim
- Training organizing

5) Worked in Larsen & Toubro as an Assistant Manager -Administration from Jul06–Feb16

Larsen & Toubro Limited (L&T) is a technology, engineering, construction and manufacturing company. It is one of the largest and most respected companies in India's private sector.

Administration Responsibilities:

- Maintaining Attendance & Leave records of all the staff in department & at site too.
 - Vendor management:
 - Coordinate with Service Providers, Suppliers to ensure quality of service.
 - Conduct meetings with vendors whenever required.
 - Billing Process:
 - Coordinate with vendors for timely receipt of bills.
 - Scrutinize, validate & processing of bills.
 - Asset management including updating Asset register
 - Training coordinator, Meeting arrangement.
 - AMC of Assets, Procurement of Assets, if required
 - Monitoring & supervising the contractor staff.
 - Filing and Documentation.
 - Responsible for the maintenance and updating of manpower statistics
 - Handling day-to-day activities in co-ordination with internal/ external departments for smooth business operations.
 - Assisting in Audit
 - Organizing events and functions.
-

Purchase Responsibilities

Procurement of IT services & materials, stationeries, Admin services & materials :

- Receiving and analysing purchasing requisition
- Selecting Suppliers
- Requesting quotations from suppliers
- Price Negotiations with vendor
- Issuing Purchase Order
- Follow up with Vendor for dispatch / delivery as per the given schedule.
- Co-ordination with the vendor for resolving issues in regards to quality, quantity & other documentation issues.
- Keeping track of due payments & coordinating with finance to get payment released.
- Maintain database of suppliers

6) Worked in Rolta India Ltd as an Executive from Sep95 – Jul06.

Worked in Design department.

Responsibilities in Engg.

- Development of P&ID's using Smart plant, AutoCAD software.
- Working as a smart plant administrator.
- Checking of P&ID's.
- Generating instrument list
- Generating valve list, equipment list, fittings.
- Preparation of MTO.
- Generating line list i.e. Line Designation Tables.
- Managing subordinates working on AutoCAD.

Projects– KPG; BECHTEL; STATOIL, TECHNIMONT, ONGC

Personal Details

Name : Harmesh . M. Trivedi

Address : 303, Dutta Krupa, V.M. Rd., Near Ankur Bunglow, Dahisar(E) Mum-68

Date of Birth : 11th Oct 1973

Marital Status: Married

Mobile No : 8169484201

Mail Id : hh1000_74@rediffmail.com

Languages : English, Hindi, Marathi, Gujarati

Native Place : Jamnagar

Harmesh Trivedi