

Harmesh Trivedi

Over 25.0 years of total experience in the industry of which, **15** years in Administration, HR & Supporting IT , 11 years in smart plant and GIS projects . **Working in Mohit Diamonds Private Limited.**

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) **Post Graduate Diploma in Human Resource Management 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.

Payroll software – MICM, LEMON, SPINE

Key Skills

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

Experience

- 1) Working in Mohit Diamonds Private Limited since Sep21 as a HR Manager handling Admin & HR

HR Responsibilities

- Recruitment & Staffing – sourcing candidates , interviews , selection, and onboarding.
- Maintaining Staff files, employee records, data, attendance and leave
- Preparing Recruitment MIS
- Communicate HR policies and resolve employee queries
- Issuing appointment and experience letters
- Calculating & Preparing salaries, Bonus , Gratuity.
- Maintain compliance with labor laws and statutory obligations
- Framing policies & sop's
- Updating information(KYC) on Employee PF Portal.
- Updating 5A, register DSC on company's PF portal.
- Joining formalities
- Handle audits and maintain up-to-date HR documentation
- Exit formalities and issue F&F settlements
- Manage the processing and recovery of staff loans
- Mediclaim
- Training organizing

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.

2) 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.

3) Worked in ITM Group of Institution as an Assistant Manager -Administration from Jun16 – Mar 20

4) Worked in Larsen & Toubro as an Assistant Manager 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

5) 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

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