

CURRICULUM-VITAE

Manoj Hedaoo

Vishwkarma Society,
Salpura Road, Vejalpur, Ahmedabad,
Gujarat – 380015
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CAREER OBJECTIVE

To utilize and contribute the best of the knowledge and expertise gained in the field of HR from the past experiences and inculcating them with the personal skills, and to make thrive then organization by means of dedication, discipline and determination along with use of my talent, hard work and dexterity.

EDUCATION QUALIFICATIONS

Degree	Board / University	Specialization	Year	Division
PGDCA	Dr. H.S.G.V Sagar, MP	Diploma in Computer Application	2014	I
MBA	Jiwaji University, Gwalior, MP	HR & Marketing Management	2012	I
BBA	Dr. H.S.G.V Sagar, MP	Marketing Management	2010	I
HSC	MP Board, Bhopal	Science	2007	II
SSC	MP Board, Bhopal	Common	2005	II

PROFESSIONAL EXPERIENCE

Total Experience 10 Years & 3 Months

1. TECHiNDIA Infosolutions Pvt. Ltd., Ahmedabad

Designation - Jr. HR & Admin Executive

Tenure - September 2014 to April 2016

Company Profile:

IT system Integrator and consulting organization with Head Quarter in Ahmedabad and presence across Gujarat and major cities of India. We specialize in Enterprise Networking, Server & Storage, Data Security, Security Surveillance, Disaster Recovery and more facilitating our clientele across the world.

2. Rightway Job, Ahmedabad

Designation - HR Executive

Tenure - May 2016 to January 2017

Company Profile:

Rightway Job is a leading government recognized job consultant and recruitment agency in India. The company started with Permanent recruitment and then after adding temporary staffing expanded its portfolio to now become the one stop solution for staffing & HR services by offering.

3. IRIS Automation Pvt. Ltd., Ahmedabad

Designation - Asst. Manager - HR

Tenure - Feb 2017 to Continue

Company Profile:

IRIS Automation was established in 2009. It offers high technology products with industries best service support. Our in-house design unit allows us to develop precise designs that are based on effective designing components, quality components and exceptional build quality. A team of competent professionals always works relentlessly towards meeting the requirements of our clients.

ROLES & RESPONSIBILITIES

Recruitment & Selection:

- Recruitment process - by using job portal, classified advertisement, with the help of placement consultancy.
- Campus recruitment by visiting college.
- Coordinate with various consultancy free & paid.
- Gathering requirement from the concern department.
- Co-ordination with seniors for the recruitment.
- Taking Telephonic Round of Interview, Shortlist candidates for the Personal Interview as well as Primary Interview.
- Employment Verification.
- Conducting Exit Interview.

HR Functions:

- Salary negotiation, induction & joining formalities.
- Follow up from new joiner.
- Induction of new joiner.
- Issuing offer & appointment letters, performance appraisal letter and relieving letter.
- Knowledge of ESIC, PF, P.T. & Statuary Bonus,
- Handling Travel Log., (Bus, Train & Flight)
- Issuing ID cards.
- Issuing Visiting Card.
- Generate Thumb Id.
- Taking care of sitting arrangement.
- Preparing daily attendance records of employees.
- Preparing attendance sheet & salary slips.
- Management of employee's leave.
- Full and final settlement.
- Backend support for ISO audit. ISO 9001, ISO 14001, ISO 45001.
- Knowledge of HRMS software implementation & using.

Admin Functions:

- Office Administration.
- Security Management.
- Group Medical Health Insurance Policy.
- Vendor Management- All admin related vendor.
- Housekeeping Management.
- Look after all the general administration of office.
- Event Management.
- Maintain Employee's Personal File.
- Fixing of new Desktops and other Office Equipment.
- Initiatives Various Employee Engagement Activities like Quarterly Events, Festival Celebration, and Employee's Birthday.

Core Competencies:

- Personnel / HR Operations
- Industrial Relations
- Manpower Planning / Recruitment
- Performance Management
- Wages & Salary Administration
- General Administration & Facility Management.
- Training & Development

Achievements:

- Best supporting of the year 2017.
- Quarter of performer for recruitment

TECHNICAL SKILLS

- Have a good hand on Microsoft Office, Excel, Word, PowerPoint and Microsoft Outlook Applications.
- Internet Research, good knowledge of various social sites, free add posting and free resume search.

PERSONAL STRENGTHS

- Positive Attitude.
- Can work as an individual as well as in Team.
- Responsible & accountable to higher authorities.
- Adaptable and flexible in day-to-day time.
- Dedicated towards performance.
- Positive and ready for hard work.
- Pragmatic & proactive.
- Ready for accepting new challenges.
- Quality of leadership.

PROJECT & SEMINAR

- A Project on “Sales Promotion of Nokia”.
- A Project on “Tele Communication”.
- A Project Report on “Effectiveness of HR Initiative” at NTPC LTD.

PERSONAL DETAILS

Name	Manoj Hedao
Father's Name	Mr. Damu Hedao
Date of Birth	19.Oct.1988
Gender	Male
Hobbies	Creating Logic, Reading Newspaper, Gardening, Playing Chess
Marital Status	Married
Languages Known	English, Hindi, Marathi
Permanent Address	Sawta Ward No. 05, Sausar, Th – Sausar, Dist – Chhindwara, MP – 480106.
Blood Group	B+ve

DECLARATION

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE: Ahmedabad

Manoj Hedao

DATE: