

# NITYANSHU GAHARWAR

Quick Lerner, Problem Solver, Dedicated Professional

42/1 Industrial Colony

Naini , Prayagraj-211008

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## Profile Summary

- **A goal-oriented MBA (HR), offering nearly 9 years** of professional exposure in Administrative and Operations management
- **Planned and organized workshops, seminars and activities** for education, employee engagement celebrations and so on
- **Proficient in formulating new policies and procedures** for record keeping, file maintenance, preparing reports on orders, data, revenue & collections, reception & front office administration, client & guest relations and arranging meeting & events
- **Proficient in ensuring employees are provided** with basic amenities, training & resources; preparing and making presentations for meetings & monthly reviews
- **Skilled in streamlining day-to-day work flow**, driving operational efficiencies while coordinating with HODs & staff, meeting deadlines using in-depth problem evaluation, analytical & strategic skills
- **Directed creation and management of training programs** for all level of associates
- **Conducted telephonic / personal interaction with** potential recruits to ascertain their suitability and obtained information regarding salaries, their availability and so on
- **Monitored online applications, added profiles** to source database by online search, networking and referrals
- **Coordinated, managed, and administered** human resources duties to ensure smooth operations and achievement of daily objectives
- **Conducted all benefits training, open enrolment and administration** for various region



## Core Competencies

Employee Programs

MIS & Dashboard Reporting

| Vendor Management

| New Office Policies & Procedures

| Executive Desk

| Cross-functional Coordination



## Work Experience

**Designation** : Admin Cum Operation Manager

**Organization** :Bhartiya Mahila Gramodyog Sansthan ( Non-Government Organization )

**Location** :Prayagraj, Uttar Pradesh

**Tenure** :May'21-Present

### Key Result Areas:

- Executing and coordinating office operations such as meetings, workshop, training & special events
- Negotiating with suppliers and maintaining good vendor relationship
- Maintaining and updating human resources documents, ensuring upkeep of the office space
- Ensuring smooth functioning of the training as per the schedules
- Managing petty cash and making payment through P.F.M.S.; performing daily banking activities as per necessity
- Preparing and submitting workshop, seminar reports as required
- Providing administrative support to the Top Executive and supported in developing the goals & policies of the organization
- Ensuring that employees are well equipped with basic amenities, training & resources required for work
- Tracking the competitor activity in order to maintain the most competitive rates
- Compiling various reports with respect to Sales & HR and shared the same with the Senior Management
- Playing a key role in attending day-to day meeting, monitoring and generating business performance reports, documenting and floating the MOMs, coordinating with Functional & Unit Heads while generating & evaluating the MIS reports including the collation and compilation of reports) while presenting the same to the top management

**Designation** :Admin Manager  
**Organization** :Kishori Lal P.G College (Affiliated to Allahabad State University)  
**Location** : Allahabad, Uttar Pradesh  
**Tenure** : Oct'14 to Sep'20

#### Key Result Areas:

- Maintained staff and student records & documents; organized all college functions & other staff meetings
- Organized staff attendance registers & monitor daily in and out times
- Received all equipment's/ stores/stationeries purchased by the college and take on the ledger
- Issued equipment's/ stores/stationeries to the various departments as per requirements/direction
- Liaised with electricity departments, water supply board, local vendors for constant supply of expandable

**Designation** : Admin Executive  
**Organization** : Brijraj Motors Pvt . Limited, (Authorized dealer of Mahindra & Mahindra Automotive)  
**Location** : Allahabad, Uttar Pradesh  
**Tenure** : July'12 to Aug'14

#### Key Result Areas:

- Shortlisted the candidates from various job portals and through referrals
- Coordinated with candidates for interview scheduling; maintained employee records according to policy & legal requirement
- Managed and supervised office operations Purchased and maintained inventory of office equipment, stationary
- Prepared of daily and monthly attendance reports



#### IT Skills

- **2021** : Course On Computer Concepts (CCC), National Institute Of Electronics & Information Technology (NIELIT)



#### Education

- **2011** : **M.B.A (Human Resource)** Uttar Pradesh Technical University, Lucknow
- **2009** : **B.Sc. (Chemistry)**, CSJM University, Kanpur



#### Certifications

- **2021** : Completed 3 Days Training Programme for Capacity Building under Jal Jeevan Mission (JJM) through ISA.
- **2021** : Successfully Cleared the Assessment for job role of 'Meet & Greet Officer' by tourism and Hospitality skill council under PMKVY



#### Personal Details

- **Date of Birth** :27<sup>th</sup> August 1988
- **Languages Known** : English, Hindi
- **Address** :42/1 Labour Colony, Naini, Prayagraj, 211008, Uttar Pradesh