

TEJAS SUTHAR

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Versatile **Human Resource & Administrative Manager** capable of managing multiple tasks simultaneously and meeting tight timelines. Focused on ensuring efficient **office operations** through **effective management methods**. Enjoying creative problem solving and getting exposure to multiple roles, and I would excel in the collaborative environment in which your company prides itself.

CAREER SNAPSHOT

- Engaging and service-oriented professional with over **21+** years of experience in supporting high-level executives and managing business relationships in a corporate environment along with sound knowledge of **Human Resource & Administration Management**
- Skillful at maintaining high standards for overseeing the **day-to-day operations**; comprehensive capability in HR & Administrative strategies, policies, rules, and regulations.
- Good knowledge in managing, leading teams for running successful process operations & experience in developing procedures, service standards for business excellence
- Hands-on experience in preparing and coordinating the presentation materials for a strategic plan, budget, and other executive meetings, ensuring professional presentation, completeness, and timeliness
- Strong ability to provide administrative support by scheduling appointments, planning, organizing travel and accommodation, creating agendas, and preparing daily reports
- Deft in performing general office operations including high-volume phone management, communications production, mail processing, and file system management; good at maintaining and organizing staff calendar/reminder system
- Excellent communication and people skills, capable of building solid relationships with the management and staff, and known for extensive employee relation skills

CORE COMPETENCIES

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|--------------------------|-----------------------------------|-------------------------------|
| • Payroll Management | • Recruitment | • HR Compliance |
| • Strategic Planning | • Corporate Action Events | • Administration Management |
| • Office Management | • Client Relationship Management | • MIS Reports Generation |
| • Secretarial Activities | • Meetings/Appointment Scheduling | • Accounts Payable/Receivable |
| • Operations Management | • Training & Development | • Inventory Management |
| • People Management | • Expense Report Management | • Records Management |
| • Data Management | • Calendar Management | • Crisis Management |

SCHOLASTICS

- Advanced Diploma in Computer Hardware and Networking (ADCHN) from Jetking Institute Of Computer Hardware and Networking, India - 2001
- Bachelor of Commerce from Gujarat Commerce College, India – 2006
- PGP in Advertising & Brand Management from Ahmedabad Management Association (AMA) - 2023
- Executive Education Programme in Strategic Human Resource Management (SHRM) from Indian Institute of Management (IIM), Vishakhapatnam – 2023
- Premiership In Business Management from Indian Council for Technical Research and Development (ICTRD) - 2023

OTHER PROFESSIONAL CREDENTIALS

- Completed program for Effective Managerial Skills from Ahmedabad Management Association (AMA) in 2011
- Program for Effective Mail Writing Skills from Privet Institute

TECHNICAL SKILLS

- MS Office/Office 365

CAREER TRAJECTORY

Lineomatic Graphic Industries., India

May 2020 – Till date

Assistant Manager - HR

Key Deliverables:

1) Recruitment and Selection:

- Developing job descriptions and specifications
- Advertising job vacancies. Screening resumes and conducting interviews
- Selecting and hiring candidates

2) Employee Onboarding and Offboarding:

- Conducting orientation programs for new hires
- Managing paperwork and documentation
- Conducting exit interviews and processing employee terminations

3) Training and Development:

- Identifying training needs
- Organizing and coordinating training programs
- Implementing career development plans

4) Performance Management:

- Establishing performance appraisal systems
- Conducting performance evaluations
- Providing feedback and coaching to employees
- Managing performance improvement plans

5) Compensation and Benefits:

- Developing and administering compensation structures
- Managing employee benefits programs (health insurance, retirement plans, etc.)
- Conducting salary surveys and ensuring compliance with labor laws

6) Employee Relations:

- Handling employee grievances and conflicts
- Promoting a positive work culture and employee engagement
- Implementing policies related to diversity, equity, and inclusion
- Ensuring compliance with labor laws and regulations

7) HR Information Systems (HRIS):

- Managing HR databases and software systems
- Maintaining employee records and information
- Generating reports for management decision-making

8) Legal Compliance:

- Ensuring compliance with employment laws and regulations
- Managing employee relations in accordance with legal requirements
- Handling legal issues such as discrimination claims, harassment complaints, etc.

9) Health and Safety:

- Developing and implementing workplace safety policies and procedures
- Conducting safety training programs
- Ensuring compliance with occupational health and safety regulations

10) Strategic HR Planning:

- Contributing to organizational strategic planning
- Forecasting future workforce needs
- Developing HR strategies to support organizational goals

Kunal Structure (I) Pvt. Ltd., India

Jun 2019 – Mar 2020

Assistant Admin Manager

Key Deliverables:

- Accountable for developing and maintaining various operating procedures for business
- Responsible for tracking and maintaining canteen data for all sites
- Updated records and files in SAP's and handled petty cash
- Responsible for managing all organizations expenses vouchers
- Involved in general HR & administration work of Head Office
- Responsible for managing all AMC's and Its operations
- Involved in many activities like weekly.
- Managed the MIS reports as demanded by management.
- Responsible for renewing and purchasing new CAR Policy, WC Policy, L/L, GHI Policy, GPA Policy, and many more
- Handled a team of 6 peoples (Admin, HR, Office Boy's, Sweepers)

Siddhivinayak Automation, Ahmedabad, India

Apr 2017 – Jun 2019

Admin Manager

Key Deliverables:

- Developed and maintained various operating procedures for business
- Trained administrative staff in company policies and procedures according to the same
- Supervised working of administrative staff and ensured documentation of all system procedures.
- Performed audit on all invoices and approved it
- Managed filling and data-sheet

SPS Tube Industries, Ahmedabad, India

Jul 2012 – Mar 2017

PA – Director

Key Deliverables:

- Managed Director's personal and professional calendar
- Worked closely with the executive team to organize schedules, facilities and agendas for corporate meetings
- Compiled financial staffing and various other reports for management
- Planned more than 10 quarterly trips for the Director including International and Domestic
- Performed personal errands for Director from picking up guests from the Airport to Purchasing gifts for Director's client's friends and family

A. Innovative International Ltd, India

Oct 2009 – Jul 2012

Assistant Administrative Manager

Key Deliverables:

- Developed and maintained various operating procedures for business
- Trained administrative staff in company policies and procedures according to the same

PRECEDING ASSIGNMENTS

Just Dial Pvt. Ltd., India	Database Executive	Jun 2007 – Oct 2009
V-Trans (India) Ltd.	EDP- Assistant	Aug 2005 – Jun 2007
Kalindja InfoTech., India	Service Engineer	Apr 2003 – Jul 2005

End of Resume