

BIO- DATA

APPLIED FOR THE POST : ANY SUITABLE POSITION

NAME : VIVEK RAMCHANDRA PARANJAPE
FATHER'S NAME : Late R. G. Paranjape
DATE OF BIRTH : 18.07.1958
PERMANENT ADDRESS : C -5516, Sector 12, Kothari Bandhu Park, Rajajipuram, Lucknow.
CONTACT NOS. : 8188913976, 9839364327
E-mail address : paranjpe.vivek@gmail.com
LANGUAGE KNOWN : English, Hindi & Marathi (Mother Tongue)
COMPUTER KNOWLEDGE: MS Word, MS Excel, Net & English Typing Etc.
EDUCATIONAL QUALIFICATION : Intermediate with Science/Maths, M.A. (ECONOMICS) - **1st Year**

Working Experience:

1. Ex Government employee- (I T D C) India Tourism Development Corporation Unit – Varanasi, I performed my duties as an **Executive in HR, Store & Front office.**
(Service period 20 Years: August 1982 to September 2002)

Job Profile :

- A. Maintain all the records related to Foreign Exchange Transactions.
- B. Monitoring the total cash (Indian currency) transaction of the Unit.
- C. Submit all the documentation for Foreign Exchange to RBI, Kanpur on monthly basis.
- D. Receive all the VIPs, high dignatories, high official on their arrival to us.
- E. Produce the monthly managerial status report related to occupancy, foreign exchange transaction, Indian currency transactions, VIP movements etc. to General Manager.
- F. Verify the indent slips on day to day with stores.
- G. Maintain the records of staff attendance with leaves, in case availed.
- H. Ensure about proper maintain of records with store section.
- I. Verify the order placed to vendors only as per requirement.
- J. Maintain the records pertaining to Luxury/Sales Tax, monthly wise for the submission to tax department.
- K. Maintain the inventory records independently.

In August 2002, this Unit of India Tourism Development Corporation of India (a Govt. of India undertaking) was disinvested by then Union Government under their government policy.

2. After disinvestment of I T D C, joined a carpet manufacture & Export Company based at Varanasi & performed my duties as **Unit Manager** looking after specifically the production and exports of carpets.
(Service Period 2.7 Years: Oct 2002 to April 2005)

Job Profile :

- A. Ensure about the manufacturing of products with quality wise.
- B. Arrange the raw materials for the weaving of carpets.
- C. To fulfil all the shipment documents with help of higher authorities.
- D. Coordinate with staff members, weavers for a better output.
- E. Prepare wages for all staff members.

3. In May 2005, I shifted to Lucknow & join the **H R Section /Admission Cell** in a reputed engineering/Management Institute & continued till Oct.2006.
(Service period 1.7 years only)

Job Profile :

- A. Ensure that the staff members are performing in a healthy and disciplinary environment.
- B. Attend the grievances of students helping them with positive attitude.
- C. During a fresh admission, a healthy conversation to be done with candidate and their parents.
- D. Take the feedback from students about the progress of studies on time to time.

4. From Nov.2006- October 2014, I successfully performed my result oriented job as a **Centre Manager** in a renowned Fashion Designing Institute i.e. International Institute of Fashion Technology based at Hazratganj, Lucknow. During my tenure, the students strength got increased continuously due to making best efforts with academics & managerial environment.
(Service Period 8 Years approx...)

Job Profile :

- A. Maintain a coordination with faculty and staff members for the betterment of students.
- B. Maintain a disciplinary and healthy environment among staff members and students.
- C. Monitor various professional programmes, language course in addition to concern diploma courses.
- D. Ensure about the fee collection as per target monthly basis.
- E. Monitor the admission process regularly with admission cell with focus about our achievement, placement in the industries.
- F. Take the feedback with students about their study report on monthly basis.
- G. Produce monthly progressive information report to director for his further consideration.
- H. Process to be complete for ISO Certification on due time.
- I. Make visit to head office, New Delhi for attending official meetings, seminars on time to time.

5. November 2014 to Feb 2017 – worked with an upcoming Medical Hospital Project in Lucknow as an executive **HR & Store division**.
(Service Period 2.4 Years)

Job Profile :

- A. Maintain the proper inventories of stock available with stores.
- B. Verify the indent slips on time to time.
- C. Ensure the availability of required stock with us.
- D. Ensure the presence of staff members for the smooth functioning of office.
- E. Check the staff members attendance on time to time.
- F. Maintain the personal files of staff members with all required documents.

6. March 2017 to September 2018, performed my duties as a **Asstt.Manager (HR/Administration)** in a reputed company, related with Govt. Projects in the field of Healthcare, Fire Fighting, Infratech and consultancy services (Architecture – Division) based at Lucknow.

Job Profile:

- A. Maintain recruitment and selection process.
- B. Certify staff attendance records on time to time.
- C. Certify pay sheets and benefit programmes.
- D. Coordination with staff members on time to time for a better output.
- E. Attend all type of grievances of staff members.
- F. Report to higher management and provide decision support through HR metrics.
- G. Maintain a healthy and positive working environment among employees for result oriented task.
- H. Monitor and conduct the training programmes.
- I. Maintain the personal files and other important documents of staff members.
- J. To produce the weekly / fortnightly statical report to Director related to performance of concern staff members.
- K. Make visit to New Delhi, other cities for official meetings, recruitments etc. as directed by Managing Director on time to time.
- L. Circulate the notice/ office orders on time to time as approved by Managing Director.

7. Oct. 2018, till Nov 15 2021, I worked with Bhoomi Group located in Lucknow, concern with education (Bhoomi IAS), development and construction and others. I performed as a **Manager (HR)**, in addition to this I have worked on various positions also and took up different projects on time to time.

Job Profile:

- A. Recruitment of suitable candidates for job to the growth of company.
- B. Manage the talented and expert faculty members for civil services and one day coaching classes for the betterment of Institute as well as our students also.
- C. Manage Library for students, equipped with course books and important magazines and others for students purpose.
- D. Monitoring to staff members to arrange the schedule of classes, exams and class test on time to time.
- E. To maintain all the important records pertaining to students and office purpose.
- F. Apart from all the duties, I also worked for 7 months in transport division in Bhoomi Shakti Nirman and specifically maintained all the maintenance records of huge vehicles of the company.
- G. Counselling of candidate/student for Civil Service.
- H. Monitoring the fee collection to achieve the monthly target.

I confirm that all the above stated information are true & best to my knowledge. Similarly I would like to assure you that whatever the responsibilities will be affix to me as per my dignity, would be performed with best of my sincerity, honesty & excellence.

Vivek R. Paranjape

Place: Lucknow