

CHETAN V. BHUJ

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PROFILE SUMMARY

- An **Administrative , Personal Assistant & HR Professional** and with **fifteen years of experience** in Administration Management, HR Support, Event and workshop organizing and management
- Currently employed at IIT Bombay, Industrial Design Centre (IDC) Dept. as Sr. Project Assistant. in Project D'source (e'kalpa)
- Ability to support day-to-day Administrative & HR activities like facility management, transportation, salary, leave & attendance management in compliance with regulatory guidelines
- Skilled in end-to-end Event Management from planning, accounts, event registration, participants & faculty coordination, venue, resource management, logistics, team briefings to query resolution
- Successful in motivating & guiding cross-functional teams for smooth business operations; problem-solver with strong interpersonal, negotiation, & analytical skills

SKILLS

- General Administration
- HR Support/Dept. Functions
- Budgeting / Cost Savings
- Logistics/ Vendor Management
- Stakeholder Relationships
- Leave Management / Compliances
- Team Management / Training
- Planning & Organizing
- Negotiating

WORK EXPERIENCE

Overall Responsibilities:

- Providing support to day-to-day administrative activities for the department.
- Arranging and organizing for official meeting and making reports.
- Helping in HR work like salary, leaves & attendance management of team members.
- Collaborating with other departments / external agencies to resolve any technical issues
- Making various reports for keeping track of day-to-day functions & work within the budget
- Driving and supervising the performance of team members to enable efficiency in operations
- Heading a team of 40 members for Event Planning & Management, Administrative & HR functions
- Staging key events for the organization from planning to execution and ensuring there are no shortcomings
- Overseeing entire logistics for the events and helping in the registration of the events
- Preparing proposals for events detailing timelines, venues, vendors, budgets and legal compliances
- Communicating with the faculties and participants about the information of an event and seminar
- Compiling the list of participants and clarifying their event-related queries
- Operating accounts for conferences and workshops and planning cost savings
- Visit event rehearsals to ensure that everything is going on fine before the actual event
- Finding and employing cost-effective vendors/logistics providers for all sorts of services from venues, labour hiring; evaluating vendor's performance and releasing vendor payments

EMPLOYMENT HISTORY (Optional)

Organization	Designation	Duration
IIT Bombay, Industrial Design Centre (IDC) Dept	Sr. Project Assistant	Jul 2016 - To Date
	Administrative Assistant	Aug 2010 - Jul 2016
	Office Assistant	Apr 2010 - Aug 2010
	Project Assistant	Nov 2008 - Apr 2010
Integreon(Call Centre), Mumbai	Executive -Back-Office Operations	Jun 2007 - Oct 2008

Noteworthy Accomplishments

- Involved in HR and Administration activities such as managing leaves, monitoring facilities and handling salary matters
- Informed employees and managers of company policies and procedures
- Guided other department teams to clear any issues
- Motivated teams for better efficiency and smooth running of company operations
- Proactively travelled to places like Pune, Bangalore & Guwahati and successfully organized more than 5 International Seminars, over 30 workshops and other key events like:
 - Cumulus 2015, Typography Day 2015, Typography Day 2012, Designing for Children 2009
 - In a Planet of Our Own 2009, Expo-CD Workshop, Expo-PDI Workshop, Expo-Info Design
 - Typography Day Conference .
- Effectively handled around 450 participants during conferences

EDUCATION

- Post Graduation Diploma in Journalism & Communication from Mumbai University - 2007
- BA - English Literature from Ram Niranjana Jhunjhunwala College, Mumbai University - 2005

DECLARATION:

I hereby declare that the above-furnished information is true and correct to the best of my knowledge and belief.

Signature :

Chetan Vikramaditya Bhuj

Date: