

NIRAJ SRIVASTAVA

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PROFESSIONAL PRÉCIS

A capable, ambitious and having the ability to support, encourage and motivate colleagues. Responsible in the over-all administrative work. Managed daily office operations and maintenance of equipment and accurate records for all business supplies. Quick learner, positive with attitude, creative, adaptable & good team player as well as ability to take responsibility. Maintained and built relationships with the key accounts.

SUMMARY

Diploma in Advanced Computing (C-DAC) with experience of **24 years** in **Human Resource, Office Administration and Procurement**. Currently associated with **ROLTA CORP PVT. LTD. Mumbai as Management Associate**. Exposure in **Human Resource, Administrative works and procurement of materials, establishing network and sales revenues, developing profitable business relationships**, building an extensive client base, and market development for Rolta Corp Pvt. Ltd. in Mumbai. Been proactive and focused as a student and professional. Possess excellent leadership, relationship management & analytical skills.

WORK EXPERIENCE

1. **Rolta Corp Pvt. Ltd. (Management Associate)** **Aug'08 to till date**
Internal transferred from Rolta India Limited.

Rolta is a leading provider of innovative IT solutions for many vertical segments, including Federal and State Governments, Defense and Homeland Security, Utilities, Process, Power, Financial Services, Manufacturing, Retail, and Healthcare .Rolta is a multinational organization headquartered in India and has executed projects in over 40 countries. Forbes Global ranked Rolta amongst the "Best 200 under a Billion" four times in six years.

Job Responsibilities :

Human Resource

➤ **Recruitment and Staffing**

Job posting and sourcing candidates, Screening resumes and conducting interviews, Coordinating with department heads for hiring needs & Onboarding and induction of new employees

➤ **HR Information Systems (HRIS) and Reporting**

Maintaining employee databases, Generating HR reports and analytics, Leveraging HR software for efficient management & Ensuring data privacy and security

➤ **Employee Relations**

Maintaining a positive work environment, Addressing employee grievances and conflicts, Implementing employee engagement initiatives & Promoting workplace ethics and culture

➤ **Compliance and Legal**

Ensuring adherence to labor laws and company policies, Managing employee contracts and records, Handling disciplinary actions and terminations legally.

General Administration / Management

- **Currently reporting to Associate Director.**
- Renewal of AMC of the equipment's installed at all the branches/ premises in Mumbai & all over India to enhance the efficiency.
- Making payment request for Telephone bills, BMC Property Tax, Electricity bills of Directors and all premises respectively, processing of vendors bills and follow ups with accounts for making the payment in time. Also taking various approvals for the admin related activities.
- Looking after the overall housekeeping cleanliness of the floors as well as the washrooms on daily basis of the entire premises located at Andheri (Rolta Technology Park).
- Facility Management for Board Meeting.
- Facilitating the admin support and hospitality for arrangement of various events.
- Facilitating the admin support in Gift packing and distribution during Diwali and special occasions.
- Facilitating Broad band connectivity to top management and company executives residence.
- Facilitating admin support to the employee in respect of seating, keys, intercom etc.
- Keeping tracks of overtimes for Sub-Staff (Driver/Peons/Security/Sweepers/Gardeners)
- Providing facilities (Uniforms / Rainy Shoes / Leather Shoes / Umbrella / Raincoat / Shock Proof Shoes/Woolen Jersey) related to sub-staff including all branch offices across India.
- Making arrangements for Poojas (daily, festivals and on special occasions) at temple at Rolta Technology Park
- Preparation of yearly MIS reports to be presented before management.
- Facilitating car arrangements for the top management & executives and parking of cars & two wheelers in the premises. Maintenance of office vehicles, top management etc.
- Assisting to the managers in liasoning with the various Government authorities for licences, permissions in building construction etc viz. BMC, MIDC. Also liasoning with the other Government bodies viz. MTNL, TATA Power, Reliance Energy, Passport Office etc.

2. RNC Pharmaceuticals (Manager – Purchase & Distribution)

Jan'04 to Jul'08

Manufacturer & Marketing of pharmaceuticals formulation .

Job Responsibility :

I was independently handling various job responsibilities :

- Securing Industrial Licence of the company from the Govt. Authorities.
- Keeps track of the pricing of the raw materials/ finished goods by which the charts/ graphs and statement is prepared which is placed before the management.
- All functions of Office Management including Maintenance, Security, Attendance Control & Legal Matters.
- Procuring raw materials, excipients from the supplier for manufacture the pharmaceutical formulations.
- Follow –up with the factory in respect of productions and dispatch of finished goods in time.
- Distribution of finished goods as per the order of the party and subsequently follow up for the money after its due dates.

3. Sarvodaya Labs Ltd. (Administrative Officer)

May'99 to Dec'03

Manufacturer of pharmaceuticals formulation .

Job Responsibility :

I have independently handled various job responsibilities :

- Securing Industrial Licence of the company from the Govt. Authorities.

- Keeps track of the pricing of the raw materials/ finished goods by which the charts/ graphs and statement is prepared which is placed before the management.
- All functions of Office Management including Maintenance, Security, Attendance Control & Legal Matters.
- Arranging the conferences, meetings for the Directors.

❖ **Public Issue/ Preferential Issue**

All functions of public issue/ preferential issue of Share Capital including liason with SEBI, Stock Exchanges, banks/ financial institutions, registrars to issue and press conference etc.

❖ **Secretarial**

All functions of Secretarial Management including Board of Director meetings and shareholders meeting.

❖ **Liason**

With Government as well as with the Registrar of Companies, The Stock Exchange, SEBI and the various Govt. Authorities in respect of Company matters, Labour matters, Pollution control matter, Factory Licences, preparing govt. tender documents and liasoning with the respective authorities for obtaining the tender orders and follow – up for the recovery of the money after supplies.

4. Veekay General Industries (Executive – Administration)

Jun'98 to Apr'99

Copper Wire Manufacturer

- Looking after the overall housekeeping cleanliness of the floors as well as the washrooms on daily basis
- Facilitating the admin support and hospitality for arrangement of various events.

ACADEMIC CREDENTIALS

- ❖ Passed B.Sc (Hons.) from Vinoba Bhawe University, Jharkhand.

PROFESSIONAL ACHIEVEMENTS

- ❖ Diploma in Information System Management from Aptech Computer Education, Bhagalpur.
- ❖ Diploma in Relational Database Management System from Software Solution Integrated Ltd., New Delhi.
- ❖ Diploma in Advanced Computing (C-DAC) from Silverline Institute for Software Technology, Thane.

IT Skill Set

- Operating System – Windows-xp,2007, MS-OFFICE 2003,2007,2010.
- Software Application –ERP

PERSONAL DOSSIER

Date of Birth	: 8 th April, 1973
Father Name	: Mr. Jugal Kishore Prasad
Marital Status	: Married
Languages Known	: English, Hindi , Marathi
Hobbies	: Sports, Movies ,Listening Music.
Address	: 103, Shreeji Residency, Near R B K Global School, Indralok Phase – 7, Bhayandar (E), Dist. Thane – 401 105.

REFERENCES AVAILABLE ON DEMAND