RESUME



Anupam Kumar Kulshreshtha

M.B.A.-HR, M.A. (Geography), & P.G.D.C.A with 18+ yrs. exp.
Email: anupam_73@yahoo.co.in, anupam30091973@gmail.com
Mob: 9131806674, 9669268226

❖ ***PROFESSIONAL SUMMARY***

- A dynamic Executive with over **18 years** of comprehensive experience in General Management, Facilities Management, and Personnel Management.
- Dexterity in structuring and implementing innovative manpower planning and administrative policies/procedures to generate undivided commitment and dedication among personnel.
- Professional competencies in managing entire range of HR functions - Manpower Planning, Recruitment.

❖ ***EDUCATIONAL QUALIFICATION***

- B.A. with (Geography, Social Sc., Pol. Science) from Jiwaji University, Gwalior in 1996
- M.A. (Geography) from Jiwaji University in 1998 with **64% (First Divisions)**

❖ ***PROFESSIONAL QUALIFICATION***

- **M.B.A.-HR (Distance Mode) from Institute of Advance Studies and Education** (IASE) University Sardarshar Rajasthan) **Passed in 2008 with, 62 % (First Division)**

- **P.G.D.C.A (Post Graduate Diploma in Computer Programming Application) i**n 1994-95 **from** Computer College, Gwalior. (Recognized by the Director and Training Employment Office, Gwalior, M.P.)

- **D.T.P. (Desk Top Publishing) in** 1998 **with** A^{++}grade **from** Infoage Systems, Gwalior

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❖ ***Computer skills*: Proficient with**

- **Operating Systems:** Windows98,Windows2000, Windows XP, Windows 2010,2012
- **Graphics Tools:,** Adobe Photoshop, Adobe PageMaker, CorelDraw
- **Office Package:** Microsoft –Office'93,2003,2007,2010 (Microsoft Word, Microsoft Excel, Microsoft)
- **Internet:** Web browsing, E-Mail & Net Surfing.

- ***Computer Typing* :- English 40 Wpm & Hindi 20 Wpm**

❖ ***PROFESSIONAL EXPERIENCE***

❖ **Currently Working as a Sr. Hr. Executive (HR & Admin.) in IDEAL GROUPS OF COLLEGES, WADA, MUMBAI. (*From September 2021* to still continue)**

*(Ideal Group of College is run by (Ideal Foundation, Mumbai) this foundation running under ideal Foundation, Mumbai and it has 6 colleges & one 100 bed hospital and one **12th CBSE affiliated school with more than 2500+ students and 500 faculty members & staff** on its rolls in and an integrated 6 acre campus at Plaghar near Mumbai).These institutions are hereunder:-*

***(*i) Ideal College of Ayurveda (ii) Ideal college of Pharmacy (iii) Ideal Institute of Technology (iv) Ideal College of Nursing (v) Ideal College of Law (vi) Ideal School of Architecture (vii) Ideal School.**

Job Responsibilities:-

- Recruit workforce for the organization, through job portals, advertisement, and social Media.
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off.
- Help in payroll management, preparation and payment
- Prepare, manage and store paperwork for HR policies and procedures
- Answer employees' questions and provide requested information
- Maintain schedule and coordinate calendar activities
- Assist recruiters in posting job ads on careers pages and processing received resumes
- Answer telephone calls and provide needed information
- Working knowledge of NMC Software for Hospital
- Compile and analyze report of intern according to the duty roster.
- Working knowledge of Hospital HR Software
- Help organize and manage new employee orientation, on-boarding, and training programs.
- Managed Administrative works, like Housekeeping, Transport, Maintenance, vendors Management.

Achievements: 1. Manage whole process to bring the MPJAY Schemes, for the Hospital. & 2.Take part and support to the college inspections.

❖ ***Sr. Hr. EXECUTIVE*** **(Department of HR) from September 2009 to April 2021 (Approx...11 years)**
Organisation: Sharda Group of Institutions, Agra, Uttar Pradesh
*(SGI is the largest group of educational institutions in North India with more than **20000+ students** and **1250 faculty** members on its rolls with **3 campuses** on NH#2 between Agra and Mathura. and an integrated **63 acre Sharda University campus** at greater **Noida**).*

Job Responsibilities

- Sourcing candidates (through Group website and email and web portals, data bank, Head hunting, consultants).
- Screening of CVs based on the job requirements & calls to the candidates for the interviews & interactions.
- Taking care of joining to the exit formalities,
- Prepare the minutes of selection committee.
- Verification of documents of the selected candidates before their joining.
- Preparing Employment Offer/ Appointment letter /Experience Letter.
- Facilitated the exit process by organizing exit interviews.
- Handling employee database, Leaves and attendance management.
- Make the presentation for the recruitment. (Particularly for the campus interview).
- Book and arrange travel and accommodation for both private and work trips to the seniors /Boss.

❖ ***Supervisor- Operation*- One year (January 2008 to January 2009)**

Organisation : ***BIG CINEMA Films Ltd. Mumbai***
Location: ***Shivpuri & Guna M.P.***
Big Cinemas*, now "'Carnival Cinemas'" formerly was a division of Anil Ambani's Reliance Media Works Ltd (formerly known as Adlabs Films Limited) and a member of* ***Reliance ADA Group*** *was a multiplex theatre chain with over* ***515 screens in*** *India****, US, Malaysia, and*** *the Netherlands****. A****s of July 2014, the company had 280 screens in India.*

Job Responsibilities

- The job covers a broad spectrum of responsibilities which include supervising executives and frontline staff, inventory management, facilities management, managing P&L responsibilities and customer relations. The cinema executive's role will cover the day-to-day operations of a cinema multiplex.
- Assisting the manager, the job would include staff management, facility management, equipment maintenance, and film scheduling and inventory management to ensure smooth execution of operational duties to achieve overall customer satisfaction.
- Training will be provided for those selected.

❖ ***Office-Superintendent- Two Year Six Month* (*March 2005 to September 2007)***

Organisation : S.V.I.T.M COLLEGE OF EDUCATION -Sada By-pass Road Rairu, Gwalior, Madhya Pradesh. *(This College Recognised by N.C.T.E. & Affiliated with Jiwaji University Gwalior) This college is the most prestigious educational institute in Gwalior for the course of Bachelor of Education (B.Ed.) & Diploma in Education (D.Ed.)*

Job Responsibilities

- Handled front desk.
- Taken care of the students detail and giving their information's to the concerned departments & to the Affiliated University.
- Maintaining database.
- Counseling students at the time of admission.
- Monitoring and controlling all stationary usage and tracking of MIS.
- Coordinating with other department (Payment or Administration Issue)
- Reconcile cash and send to bank.
- Check and maintain the attendance register for updations.
- Query handled (Students, Fees payment, Courses offered etc.).
- Taken care of the initial recruitment for faculty and non-teaching staff.
- Conduct the inspection of NCTE and universities for affiliation and reorganization.
- Plan / organize proper maintenance and cleanliness of the office premises, & college campus.
- Vendors payments & cross checking bills & contracts.
- Handled employees leave records, time sheets checking & other facility.

❖ ***D.T. P. Operator - From July 99 to December 2000***

Chandil Screeners & Computers, Gwalior, Madhya Pradesh

- Responsible for managing and coordinating various graphic design projects using helpful ideas to complete it.
- Organize temporary designers, customers and consultants to meet requirements.
- Carry out some marketing and sales presentations.

- Present Drawing Salary - **35,000 p.m. + free Accommodation**
- **Expected Salary - Negotiable**
- **Aadhaar No. - 5496 7302 3942**
- **Pan No. - BSGPK1751B**
- **(Notice Period) - 30 days but I can join within 15 days depend on the offer**

PERSONAL DETAILS

- DOB - 30th September, 1973
- F'name - Shri K.K. Kulshreshtha (*Retd. from P.H.E.D. Govt. of M.P.)*
- Marital status - Married
- W'name - Smt. Nalini Kulshreshtha (School Teacher)
- Languages known - English, Hindi,
- Present address - **Ideal Group of College Campus, Distt. Palghar (M.H.)**
- Permanent address - 3/1, New Sarika Nagar Thatipur Gwalior M.P.
- Hobbies - News Paper reading, Listening Music, & Traveling

Date: **Yours Faithfully**

Place: ***(Anupam Kumar Kulshreshtha)***