



# MANASHVI KOTHARI

## SR.EXECUTIVE: HUMAN RESOURCE

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## EXPERIENCES

### PROFILE

- A certified HR ANALYTICS & PoSH trainer with enthusiasm & energetic professional aiming for assignments in HR Domain with an organization that can provide a platform to learn, perform, and grow.
- A competent professional having a **4 + years** of rich experience in **HR Operations, Compliance, Payroll, Customer Service, MIS & Reporting, and Escalations Handling.**
- **USP lies in managing HR Operations** while meeting business needs in a fast paced, dynamic, and nationally expanding environment
- Experience of **coaching team members** by using interactive discussions and hands-on approaches to help members learn and apply new concepts while working.
- Keen interest in leveraging curious nature, high-level attention to details, and good conceptual knowledge in Compliance, Information System, and Payrolls.
- Adept in **working under deadlines** in a fast-paced environment, while still maintaining precision and accuracy

### STEMPEDIA: AGILO RESEARCH PVT. LTD. SEPT '22 TILL JAN'23

#### Role: Sr. HR Executive

- Ensure a high level of employee hiring and engagement by developing Job profiles and source candidates from major job boards. Executing placement drives with institutions for Fresher & Intern hirings (PAN India basis).
- Oversees the HR Information System.
- Compliance & Payroll Administration (100 salaried/hourly employees).
- Plan and develop on-the-job training programs for line employees and career development programs for managers with a focus on retaining existing talent and reducing employee turnover.
- Training on various concepts of PoSH, Code of conduct etc, Vendor management, Drive Handling, Position opening, Job code creation, Retention, Attrition Management etc.
- **Software : Zoho & Bitrix for HRMS.**

### PAN GROUP JAN '22 TO AUG'2022

#### Role: Sr. HR Executive

- Facilitated onboarding of new hires, sourced via different job boards.
- Improved "employer branding" by working with the IT department to design, develop an launch company's first ever career page.
- Worked closely with payroll and managed the benefits program
- Organized and conducted HR trainings.
- Vendor Management, Drive Handling, Grievance, Mediation, Counselling.
- **Software : NYGGS by RAPIDSOFT TECHNOLOGIES for HRMS.**

## EDUCATION

- 2010 -12 - MBA(HR) - Gujarat Technical University (CPI:8.33).
- 2004 - B.Com - Saurashtra University (54%)

## CORE SKILLS

- HR OPERATIONS
- ADMINISTRATION SUPPORT
- CLIENT RELATIONSHIP MANAGEMENT
- MIS & KPI REPORTING
- ESCALATIONS MANAGEMENT
- TEAM HANDLING
- COMMUNICATOR
- DETAIL-ORIENTED
- ANALYTICAL PLANNER

## TECHNICAL SKILLS

- **OPERATING SYSTEMS:** WINDOWS XP / 7 MS OFFICE: EXCEL, WORD, & POWERPOINT TOOLS:ERP, POWER BI
- **APPLICATIONS:** LOTUS NOTES, OUTLOOK, NYGGS,PAGE-UP & FIRST ADVANTAGE

## LANGUAGES

 ENGLISH

 HINDI & GUJARATI

## CERTIFICATIONS

- **CERTIFIED HR ANALYTICS READY - PURSUING - AON HEWWIT.**
- **CERTIFICATION IN ARTIFICIAL INTERLLIGENCE IN HR CERTIFICATE ID:** SD 4439/NOV/WK-2939
- **CERTIFICATION IN POSH COMPLIANCE - SKILLDECK - CERTIFICATE ID:** SD 687/SEP/WK-0386

## INTERSERVE , UK - FEB '18 TO SEPT '19

### Role: Helpdesk Assistant

- Operation Management, Risk & Assets management, Brand Management, Relationship Management
- HRM: Interview scheduling, Data base maintenance, Sending invites for interviews, Training & Development. Preparing manuals for T&D, Induction & Orientation.
- Actively participated in Face-to-Face client meetings, Project Managers Meetings, Procurement meetings, Conference calls and Prepared MOM & Meeting notes to the management and delivery team
- Attendance marking & calculation, Vendor Relationship mgt.
- Accident & Incident investigations and reporting for Insurance claims
- Supporting to client's Meridian System
- Generate monthly updates as to the sub- contractor compliance with Festival Place policies.
- **Software Used: Comply NC - Day to day reporting, Data accesses**

## SMIGGLES , UK -SEPT '17 TO JAN '18

### Role: Sales Assistant / Key Holder

- B2C, Instore Sales promotions,
- Product Training to new Joiners
- Day to day Banking procedures
- Customer Relation Management by identifying the potential customer, conversation with them, offering them the best option available, educate them various discounts and ongoing promotions.
- **Software Used: Pereion Solutions - Legacy Application for CRM**

## HOME TUTOR, RAJKOT - MAY'15 TO MAY '16

### Role: Home Tutor

- Gave Home tuitions for Commerce and Management subjects : Organizational Behavior , Human Resource Management. Conducting mock test. Preparing for HR Doctorate examinations simultaneously. R

## SAROJ PODAR EDUCATION TRUST, MUMBAI: AUG'14 TO FEB '15

### Role: HR Executive

- Run end to end Background check transactions pre and post hire. Co-ordinate with vendor for background checks and keeps the business managers informed on the reports for timely onboarding.
- Support and guide employee / manager on throughout employee life cycle Background Verification | Transfers | Payroll/F&F inputs | Leave management | PF | Gratuity | Ex-Employee query management

## CERTIFICATIONS

- **MS OFFICE (WORD, EXCEL, POWERPOINT, ACCESS, OUTLOOK, POWER BI)**
- **INTRODUCTION TO AWS- A CLOUD GURU ,JANUARY 2019 - VALIDITY : LIFETIME - FREE COURSE**
- **GUERRILLA HIRING - DON'T HIRE MONKEYS TO RUN YOUR COMPANY, UDEMY - FEBRUARY 2020 - VALIDITY : LIFETIME - CERTIFICATE:HTTPS://UDEMYCERTIFICATE.S3.AMAZONAWS.COM/IMAGE/UC-4556F31C-6871-4424-8CE1-5B9BEA534269.JPG?V=1622290442000**
- **HOW TO DEAL WITH BURNOUT SYNDROME, UDEMY, FEBRUARY 2020 - VALIDITY : LIFETIME - FREE COURSE.**
- **BASICS OF SCRUM, AGILE & PROJECT MANAGEMENT, UDEMY, MARCH 2020 - VALIDITY : LIFETIME - FREE COURSE**
- **BASICS OF SCRUM, AGILE & PROJECT MANAGEMENT, UDEMY, MARCH 2020 - VALIDITY : LIFETIME - FREE COURSE**
- **BASICS OF SCRUM, AGILE & PROJECT MANAGEMENT, UDEMY, MARCH 2020 - VALIDITY : LIFETIME - FREE COURSE**
- **AGILE WITH SCRUM - FROM BEGINNERS TO ADVANCE, UDEMY, APRIL 2020 -VALIDITY : LIFETIME - FREE COURSE**
- **BASICS OF MODERN TALENT MANAGEMENT, UDEMY, MAY 2020 -VALIDITY :LIFETIME CERTIFICATION:HTTPS://UDEMYCERTIFICATE.S3.AMAZONAWS.COM/IMAGE/UC-E91AAB6F-984D-4218-B775-D5678D4C7D65.JPG?V=1622205656000 PARAGRAPH TEX**
- **HUMAN RESOURCE TRAINING ANALYTICS DASHBOARD IN POWER BI UDEMY JUNE 2021 - VALIDITY : LIFETIME - FREE COURSE**
- **HR ANALYTICS - BUILDING EXCEL DASHBOARD FROM SCRATCH, UDEMY, MAY 2021 VALIDITY: LIFETIME CERTIFICATION : HTTPS://UDEMY-CERTIFICATE.S3.AMAZONAWS.COM/IMAGE/UC-BB6B4A6F-64CA-4B98-975C-F24B4534C67D.JPG?V=1622288061000**

## SAROJ PODAR EDUCATION TRUST, MUMBAI -AUG'14 TO FEB '15

### Role: HR Executive

- Maintain employee records and data in the HRIS system create new employee records, update personal and job-related information, create reports etc.
- Work with 3rd party vendor for employee statutory & benefits compliance.
- Provide support to staffs to close various help desk requests within SLA defined
- Participate in various projects aimed to constantly improve employee experience and internal processes.
- Prepare and share various reports and MIS as per timeline defined.
- Other HR support as needed
- **Software Used: In House HR Software**

## MARWADI EDUCATION FOUNDATION, RAJKOT - JAN'13 TO JUN '14

### Role: HR Executive / Placement Officer

- Conducting interviews, Exit interviews , Onboarding, Orientation Programs for the departmental Team. Lead Generations & Closures for Placements of Engineering students. Developing and rendering Training & Development program to staff and students Corporate Tie ups and Relationship management. Participating in departmental HR budgeting. Database maintenance of Employee turn over ratio, Retention reporting, department budgeting
- **Software used : ERP**

## FREELANCE PROJECTS / SHORT TERM ASSIGNMENTS

- **Sept'12 - Jan'13:** Freelancer HR: M/S Karishma Enterprise, Rajkot.
- **June'12 - Aug' 12:** Branding & Marketing Executive - Marwadi Education Foundation, Rajkot.

## WORK EXPERIENCE BEFORE POST GRADUATION (MBA)

- **May'09 to Apr'10:** Students Section Head, Marwadi Education Foundation Group of Institutions, Rajkot.
- **May'08 to Apr'09:** Students Section & Purchase Department Head, Sanjayraj Education Trust, Rajkot.
- **June'04 to Apr'08:** Kindergarten Teacher, The Rajkumar's College, Rajkot.
- **April '01 to March' 03:** Customer Care Executive, Airtel, Rajkot