

GAURANG JOSHI

FINANCE MANAGER & HR

Profile

Accomplished finance and HR professional with 13 years of extensive experience in managing operations and driving business success. Expertise lies in financial planning, resource optimization, and implementing effective HR strategies to enhance team performance and workplace culture. Proven ability to lead cross-functional teams while ensuring adherence to budgetary and regulatory standards. Committed to fostering an environment of continuous improvement and operational excellence, resulting in increased efficiency and profitability.

Employment History

DUTY MANAGER, COLES GROUP, Adelaide

FEBRUARY 2008 – SEPTEMBER 2013

- Meeting with supplier's agents
- Maximizes business growth and profitability results.
- Monitor and control expenses through efficient store operations.
- Set hurdle meeting with department managers for implementing plans to maximize and meet or exceed the budget.
- To lead and motivate store team to increase sales and efficiency by providing greater customer service, product knowledge and promotional strategies.
- Basic Administration Task.
- Provide team with a stimulating and supportive environment.
- Driving team performance.

Hospital Manager, Oshwal Hospital, Jm̄nagar

OCTOBER 2016 – MARCH 2017

- Directed daily operations of Oshwal Hospital, ensuring high-quality patient care and adherence to health regulations.
- Managed budgeting and financial planning, optimizing resource allocation to achieve fiscal targets.
- Implemented HR policies, enhancing staff recruitment, training, and retention strategies.
- Collaborated with department heads to streamline workflows and improve service efficiency.
- Analyzed performance metrics to inform strategic planning and operational improvements.

Finance & HR Manager, Jamnagar Critical Care Centre Pvt. Ltd., Jm̄nagar

MARCH 2017 – PRESENT

- Managed financial operations and budgeting processes, ensuring alignment with organizational goals.
- Oversaw recruitment, onboarding, and employee engagement initiatives to foster a positive workplace culture.
- Implemented HR policies and procedures to enhance workforce efficiency and compliance.
- Developed financial reports and analyses to support strategic decision-making.
- Coordinated training programs to improve employee skills and productivity.

Details

68 Amba ma. Janta Society,
jamnagar
jamnagar
India
9712384429
gaurangjoshi@hotmail.com.au

Skills

- Microsoft Office
- Ability to Work Under Pressure
- Effective Time Management
- Communication
- Ability to Work in a Team
- Communication Skills
- Leadership Skills
- Interpersonal Communication Skills
- Customer Service Skills
- Critical thinking and problem solving

Education

Diploma in Human Resource Management, Bharat Sevak Samaj, Jm̄nagar

APRIL 2017 – MARCH 2018

Graduated with Distinction.

Bachelor of Commerce, Saurashtra University, Jm̄nagar

MARCH 2005 – MARCH 2007