**AKSHAY MEHROTRA**

Supervisor – HR Administration & Operations Management

**PERSONAL DETAILS**

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**CAREER OBJECTIVE**

Looking for a position in the field of HR Administration & Operations where I can apply my seven years of experience in strong organizational and management skills and ability to work well with people. Excels at relationship-building, organization, and making sound judgments under pressure and within tight deadlines. I seek challenging opportunities where I can fully use my skills for the success of the organization.

**WORK EXPERIENCE**

**May’16 – July’20:** Supervisor – HR Adminstration & Operations Management **– MOTIONGATE DUBAI, DUBAI PARKS AND RESORTS - (4 Years, 3 Months)**

**Major Responsibilities:**

* Specialist in manpower planning and recruitment, selection (including senior positions).
* Talent Acquisition (end to end sourcing, interviewing, verifying, recruiting, and onboarding).
* Releasing offer letter and appointment letter to the new staff.
* Hiring candidates through different channels like – making direct contact calls, networking, social media, and employee referrals. Screening them through interviews/personality assessment tools.
* Coordinate with HR director with functional heads to undertake manpower planning and budgeting for different departments. Handling employee engagement activities.
* Preparations of attendance, maintain the leave record, conducting training and inductions for employees.
* Periodically review contracts of employment to ensure they are compliant and suit business needs.
* Supervising administrative staff and dividing responsibilities to ensure performance.
* Manage phone calls, emails, letters/packages, schedule and deadlines.
* Vendor management, procurement of stocks required, manage office supplies stock, accommodation, and logistics planning.
* Schedule internal and external events for the company with the coordination of the marketing and events team.
* Ensure the smooth & adequate flow of information within the company to facilitate other business operations.
* Helping all performance artists within DXBE (Motiongate Dubai and Bollywood Parks) regarding Work-Related Injury claims, sick leave, leave requests, lieu day applications, contract discrepancies, resignations, incident reports, physiotherapy, company accommodation, and employee medical insurance.
* Recruit the staff for the entertainment department with the process of applying for a visa, security check, shortlist of the candidate profile.
* Scheduling the day to day activities, rosters, weekly offs, leaves, etc. for all the Entertainment staff.

**May’12 - Apr'15:** Assistant Manager – “Zangoora” & “Jhumroo” in **KINGDOM OF DREAMS**,

**Gurgaon – (3 Years)**

**Major Responsibilities:**

* Scheduling the day to day activities, rosters, weekly offs, leaves, etc. for all the Entertainment staff.
* Leading, mentoring & monitoring the performance of team members to ensure efficiency.
* Managing the team of more than 100 performers.
* Ensuring internal cohesion in the company by maintaining a clear communications network between the management and various regulatory authorities.
* Document and track individual monthly employee absences as they relate to work related injuries and / or sick days to release the payments.
* Manage phone calls, emails, letters/packages, schedule and deadlines.
* Review and update leave registers & submit to HR as required.
* Keep an account of travel expenses of all performers and ensure that travel policy is compiled by all.
* Look after all the Events for promotion of the brand and make necessary arrangements.
* Formulating effective public relations strategies; liaising with government officials and maintaining mutual relations and understanding among various regulatory authorities.
* Recognized for managing the show and selling the same with 100% success.

**CORE COMPENTENCIES**

**Staffing & Recruitment Management, Time Management,**

**Relationship Management, People Management,**

**Excellent Written & Verbal Communication Skills, Office Administration**

**EDUCATION AND QUALIFICATIONS**

* Pursuing MBA/PGDHRM with Symbiosis University.
* Bachelor of Journalism and Mass Communication from FIMT College, I.P. University, (2010 – 2014).
* Certificate in Aviation, Hospitality and Travel and Tourism from Maples institute, Delhi (2008-09).
* 12th Class C.B.S.E. M.R.V. Public School, Delhi, C.B.S.E. Board in 2007.
* 10th Class C.B.S.E. Kendriya Vidyalaya School, Delhi, C.B.S.E. Board in 2005.

**PERSONAL COMPETENCIES**

* Exposure in managing operations involving resource planning, materials planning, team building and coordination with the internal departments.
* Holds the merit of handling a large team comprising of people with different age groups.
* Proficient in leading, growing & managing professional associates and maintaining client relationships.
* Proven interpersonal, communication and presentation skills, with the ability to work under pressure.

**Skills:**

* Leadership, Problem Solving, Confidence, Management Skills, Communication & Adaptability.
* Microsoft Office Applications (Word, Excel, Office, PowerPoint, Outlook, Access).
* Advanced knowledge of Coral draw, Adobe Photoshop, and software’s like Oracle (employee record monitoring system), Kronos & Cazar.

**References**