**Mohan. V. Iyer**

**AM – HR & ADMIN**

**Kaizen Graphics – Chennai**

**Jan’97 - Nov’98**

**Crossword Bookstores - Mumbai**

**Jan’02 – Feb’05**

**Cleartrip Travel Services - Mumbai**

**Jun’06 - Feb’09**

**Welingkars College December 2015**

**Cleveland Software Consultants Private Limited May - 1994**

**Tamil Nadu University November 2013**

Atlanta Landwise Pvt. Ltd - Mumbai

May’013- Till Date

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**Personal Information:**

**Skill-Set Mapping:**

**About Me:**

A hardcore HR & Admin professional who brings, over 22 years of know-how, expertise and tact of getting things done seamlessly, to the table. A Resolution Specialist, with the insight of anticipating challenges, makes him a valuable asset to the firm. His impeccable People’s Skills make him a respected leader. A sense of humor, best known to crack stressful situations, converting them into enjoyable experiences. As an expert, committed to accomplishing all the set goals, he is recognized to efficiently multi-task several projects simultaneously, without making any compromises on the quality front. A knowledgeable team player and achiever, you can count on!

**Education:**

**Zoomin Online India – Mumbai Feb’09 – Feb’13**

**Loyalty Solutions & Research Ltd. – Mumbai Jul’05 – Jun’06**

**Boston Computer Education -Kerala**

**Nov’98 – Dec’01**

**Cleveland Software Consultants Pvt. Ltd**

**Nov’ 93 – Dec’ 96**

**Job History: Currently with Bainite Machines Pvt Ltd**

**Career Objective:** To grow in a leadership role with the recognition that is rightly deserved.

**Languages Known**

**English –**

**Hindi –**

**Marathi –**

**Tamil –**

**Malayalam -**

**Married to: Mrs. Vidya Datar**

**30th April, 1974**

**4/401, Hill Crest, Ghodbunder Road, Manpada, Thane (West)** – **400067**

**CAREER SCAN**

CAREER SCAN

Bainite Machine Pvt Ltd as Sr. Manager HR & Admin from October 2018 till date

Human Resources:

1. Handling Recruitment for all levels
   1. Making JD with the help of respective HOD’s
   2. Searching the candidates
   3. Shortlisting candidates
   4. Conducting interviews with HOD’s
   5. Negotiation and finalisation with the selected candidate
   6. Doing Background check and reference check
   7. Making offer letter
2. Introduced new policies for the organisation
   1. Leave Policies
   2. Attendance policies
   3. HR & IR policy
   4. Travel policy
3. Employee performance review Management using SMART.
   1. Set clear goals for each employees
   2. Determine objectives for each goal
   3. Assessing an individual success against goals
   4. Timelines of each project i.e. to describe each goal and when it can be accomplished.
   5. Reviewing goals with HOD’s
   6. Reviewing Goal sheet after half year of the employee with Management
4. Ensuring that all employees follow the process and policy of the company as per the SOP.
5. Handling Leave record, attendance and updating the same for the process of salary.
6. Appointing Placements consultants for recruitment.
7. Maintaining All employee files and with regular updates
8. Handling exit interviews.
9. Preparing Review mechanism for the company with Goal setting and achievement.
10. Coordinating with employees and understanding their requirement/ training and arranging training as per the department’s requirement for the upgradation of the employees.

Administration:

1. Handling all vendors
2. Ensuring with team for all the statutory payments
3. Renewal of car insurances, medical policies, Payments of vendor bills etc
4. Introduced a vendor registration form with policy of payments.
5. Ensuring upkeep of the office and also the pantry and office boys
6. Planning pantry and stationery for the office
7. Budgeting for all expenses with the Accounts team for HR & Admin

Ananta Landwsie Pvt ltd as Asst-Manager Administration and Human Resources from May 2013 till October 2018

Handling General Administration and Human Resources including Recruitment, Implementation of Policies, Goal sheet setting for employees and review, Maintenance for Leave register for all employees, Appointment letters and revised letters, Finalising Holiday list, To ensure the Salary disbursed on time, approval of Reimbursement as per the policies etc.

Description:

1. Vendor management: Getting new vendors for setup of office, like Stationery, Pantry, Telephone, networking, Maintenance of Laptops.
2. Arrangements for company get-together and employee birthday celebration in the office.
3. To ensure all employees are supported with all requirement in the office including first aid.
4. Organizing the Printed material like visiting cards, Letter head and envelopes for office approved by the HOD.
5. To ensure all company assets are maintained.
6. Coordinating with Vendors to ensure company car is serviced on time. Ensuring all stationeries and seating arrangements done for new employees.
7. Ensuring cleanliness of the office by appointing Vendors for housekeeping for Mumbai as well as Pune office.
8. Ensure supply of Materials on time for, upkeep of the office, Pantry consumables, stationeries, printing materials.
9. Managing external work with office boys.
10. Ensuring Directors mobile payment and other monthly payments before due dates.
11. Maintain records of Visitors and couriers with the use of security guard.
12. Coordinating with Govt. Dept for Shops and establishment, Electrical inspection, labour inspection etc.
13. Ensuring Travel booking of all employees as per travel policy after an approval in the Travel requisition form.
14. Tracking of all consumables used in the office.
15. Making IOM and Purchase orders for all office requirements for Admin and HR department, ensuring with proper quotations as per policies.

Description: Human Resources

1. Made policies with Help of the HOD for employees which included leave, attendance, holiday, sick leave, travel policies etc.:
2. Made policies for Office boys and drivers separately including the National Holidays.
3. Delivery of Salary slips to all employees by 30th of every month.
4. Coordinating with Bank for salary deposits by 27th of every month.
5. Medical Insurance for all employees with the help of HOD will be closed by 28th of March 2014.
6. Collecting documents of all new and existing employees: Address proof, photos, Educational certificate on their joining date.
7. Maintain employee file with update details of each employee separately and also getting the police verification for housekeepers who are in contract with our organization.
8. Maintaining Attendance and update the process to all employees as per company policies and updating the same before 26th of every month before salary processing.
9. Ensuring the total support function of the Directors.
10. Ensuring the renewal of car insurance, other contracts.
11. Maintaining Attendance system with the help of access cards and Attendance Register as per the Shop and establishment act.
12. Ensuring all employees travel details are update in the travel form approved by respective HOD’s.
13. Preparing Offer Letter’s and Appointment letters.
14. Appointing Placements consultants for recruitment.
15. Recruitment as per request by the HOD for respective departments, by coordinating with consultants and arranging interviews after shortlisting.
16. Made Goal sheets for employees and have circulated the same. Have explained the importance of the Goal sheet to each employee and have started collecting the filled details of each employee.

Since Feb 2009 Feb 2013 : Zoomin Online India Pvt Ltd as Manager – Retail Pojects.

Handling new store projects. Coordinating with vendors and setting up company owned store and franchise. Handling Administration - includes Housekeeping, security, maintaining Attendance of all staff biometric, managing all AMC for A/c, EPABX system, office renovation, new office projects, electrical maintenance etc.

Maintaining lab safety training and process.

Coordinating with retails store for Administrative Support.

Updating camera log sheet – viewing all store and updating the grooming of staff, VM etc

Store visit – for store maintenance, other support for proper functioning, and ensuring that staff follow the company process and policies.

Handling telephone bills, electric bills, rents and other impressed vouchers of all stores.

Supplying consumables to all stores and maintaining a record of all consumables supplied.

Maintaining assets of all stores.

Vendor Management and Negotiation with vendors for new projects.

Prepared new policies for Lab employees

Training to lab employees of safety measure on quarterly basis

Jun’ 06 – Feb 09 : Cleartrip Travel Services Private Limited as Manager - Administration

**Role:**

* Forefronting the entire gamut of administration & facility management services in the organisation.
* Formulating & effectuating plans for managing facilities and coordinating the physical workplace with the people and organization.
* Coordinating with architects for new office setup at various places all over India.
* Heading a team of 3 Admin Exec, 2 Sr. Admin Exec & 1 Asst. Manager in Mumbai & 2 Admin exec in Bangalore region.
* Ensuring maintenance of optimum inventory levels in the Stores and maintaining business relations with vendors for the procurement of necessary items for the office.
* Administering smooth & hassle free the following functions:
  + House keeping, security management, cafeteria management
  + Tours and travels, guest house management.
  + Staff Welfare activities.
  + Inventory management.
  + Vendor management.

**HUMAN RESOURCES :**

* + Recruitment
  + Updating policies and process to employees
  + Maintaining personal files of all employees
  + Preparing Offer letters
  + Ensuring updates of Goal Sheet of each employee on a quarterly basis
  + Ensuring regular update to employee by arranging appropriate training

**Attainments:**

* Van guarded the setup of 3 offices in 6 months including 1 office in Bangalore.
* Handling Projects and successfully completed 2 projects in Mumbai and 1 project in Bangalore. Project includes sourcing place, Architect and supervising the site.
* Achieved the new office setup as per the schedule.
* Successfully performed shifting operations from old to new office including server & system.

Jul’ 05 – Jun’ 06: Loyalty Solutions & Research Limited, Mumbai as Manager Administration (Pan India)

**Role:**

* Handling Administration : Housekeeping, Security, Vendor Management & Stationary.
* Identifying potential sites for opening new branches
* Coordinating with the architect to complete the work as per the company’s requirement.
* Supervising the site operations including setting up the store/branch, with support like telephone connection, computer systems with the support of the IT team, EPABX system, etc as per the check list for a new branch / store.
* Undertaking steps for obtaining and renewing of Shop N Establishment license for all branches.
* Managing maintenance activities at guest house/sport club facilities
* Overseeing smooth working of Coffee Vending machine, EPABX system, Fax machine, printers and Air-conditioner.
* Making arrangements for Hotel Booking, Air ticketing, Train tickets, Desktops and laptops.

Jan’ 02 – Feb’ 05: Crossword Bookstores Limited (Mumbai) as In charge Administration

**Role:**

* Overseeing administrative and facility management functions for all retail stores.
* Maintaining Contract of AMC for Fax machine Computers, A/C & Electrical Maintenance.
* Placing orders for Plastic bags, Printed Stationery to ensure error free functions.

**Attainments:**

* **Successfully opened IMAX store before due date** and managed to do the first sales.
* Imparted training for Customer support and Train the trainer as per company prepared slides.

Nov’ 98 – Dec’ 01: Boston Computer Education, Kerala as Centre Manager

Jan’ 97 – Nov’ 98: Kaizen Graphics, Chennai as Senior Faculty

Nov’ 93 – Dec’ 96: Cleveland Software Consultants Private Limited, Mumbai