



JAGESH MAJMUDAR

Administration & HR Manager

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SUMMARY

I am a result-oriented and dedicated Administration and HR Manager with a proven track record of driving organisational success through effective human resources and administrative strategies. Adept at developing and implementing policies, procedures, and programs to optimize employee performance, foster a positive workplace culture, and ensure compliance with regulations. Seeking a challenging position where my skills in sales, talent management, employee relations, and administrative leadership can contribute to the growth and success of a dynamic organization.

WORK EXPERIENCE

SINGHAL INDUSTRIES PVT. LTD.

April 2024 - Present

Administration & HR Manager

1. Recruitment and Staffing:

- Creating and executing effective strategies to attract and recruit qualified candidates.
- Leading the interview process and managing all stages of the hiring lifecycle.
- Coordinating and maintaining partnerships with external recruitment agencies to support staffing needs.

2. Employee Onboarding and Off boarding:

- Developed and implemented structured onboarding programs to ensure smooth integration of new hires.
- Conducted exit interviews and managed off boarding procedures to ensure compliance and gather feedback for organisational improvement.

3. Talent Acquisition:

- Assessed organisational talent needs and strategically planned recruitment initiatives to address current and future workforce requirements.
- Built and maintained a proactive talent pipeline to support long-term hiring goals and reduce time-to-fill.

4. Office Management:

- Supervised daily office operations to ensure a well-organized and efficient work environment.
- Managed inventory, procurement, and maintenance of office supplies and equipment.

5. Facilities Management:

- Coordinated office space planning and optimised workspace utilisation to support operational efficiency.
- Oversaw implementation and compliance of safety, security, and emergency protocols within the workplace.

6. Travel and Logistics:

- Coordinating travel arrangements for employees.
- Managing logistics for meetings and events.

7. Data Analysis for Decision-Making:

- Analysing HR metrics to inform decision-making.
 - Generating reports on key HR and administrative indicators.
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JYOTI INDIA KITCHEN SINK PVT. LTD. (NIRALI)

Oct 1999 - Dec 2023

Administration & HR Manager

Human Resources Management:

1. Recruitment and Staffing:

- Developing and implementing recruitment strategies.
- Conducting job interviews and overseeing the hiring process.
- Managing relationships with recruitment agencies.

2. Employee Onboarding and Offboarding:

- Designing and executing onboarding programs.
- Conducting exit interviews and managing offboarding processes.

3. Performance Management:

- Implementing performance appraisal systems.
- Providing guidance on goal-setting and professional development.

4. Talent Acquisition:

- Identifying talent needs and planning for recruitment.
- Building a talent pipeline for future hiring needs.

5. Employee Relations:

- Addressing employee concerns and conflicts.
- Fostering a positive work environment and employee engagement.
- Implementing employee recognition programs.

6. Training and Development:

- Identifying training needs and implementing development programs.
- Overseeing employee training initiatives and workshops.

7. Policy Development and Implementation:

- Developing and updating HR policies and procedures.
- Ensuring compliance with labor laws and regulations.

8. Legal Compliance:

- Staying informed about changes in employment laws and regulations.
- Ensuring HR practices & comply with legal requirements such as applying for Trademarks and Design registration.

Administrative Leadership:

1. Office Management:

- Overseeing day-to-day operations of the office.
- Managing office supplies, equipment, and maintenance.

2. Budgeting and Cost Control:

- Developing and managing HR and administrative budgets.
- Identifying cost-saving opportunities.

3. Facilities Management:

- Coordinating office space planning and utilisation.
- Overseeing security and safety protocols.

4. Vendor Negotiation and Management:

- Negotiating contracts with vendors and service providers.
- Managing relationships with external partners.

5.HRIS (Human Resources Information System) Management:

- Implementing and managing HRIS systems for data tracking.
- Ensuring accurate and securing record-keeping.

6.Employee Benefits Administration:

- Administering employee benefits programs (health insurance, retirement plans, etc.).
- Communicating benefit information to employees.

7.Travel and Logistics:

- Coordinating travel arrangements for employees.
- Managing logistics for meetings and events.

8.Data Analysis for Decision-Making:

- Analysing HR metrics to inform decision-making.
- Generating reports on key HR and administrative indicators.

9.Team Leadership:

- Leading and mentoring HR and administrative staff.
 - Fostering a collaborative and productive team culture.
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EUREKA FORBES LIMITED**1994-1999****Regional Sales Supervisor****1.Team Leadership:**

- Recruit, train, and manage a team of sales representatives.
- Provide leadership, guidance, and motivation to achieve sales targets.

2.Sales Planning and Strategy:

- Develop and implement sales strategies aligned with overall company goals.
- Collaborate with upper management to set sales targets and objectives.

3.Performance Management:

- Set individual and team sales targets.
- Monitor and evaluate the performance of sales representatives.
- Provide regular feedback and conduct performance reviews.

4.Sales Training:

- Conduct training sessions for the sales team to enhance product knowledge and selling skills.
- Provide ongoing coaching and professional development opportunities.

5.Customer Relationship Management:

- Build and maintain strong relationships with key clients and accounts.
- Address customer concerns and ensure high levels of customer satisfaction.

6. Sales Reporting, Forecasting & Process Improvement:

- Track and report sales performance, providing regular updates to management. Analyze data to forecast sales, identify trends, and improve processes for greater efficiency and effectiveness.
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EDUCATION

Bachelor of Commerce

1993

Ramniranjan Jhunhunwala college of Arts, Science and Commerce

HSC

1990

Ramniranjan Jhunhunwala college of Arts, Science and Commerce.

SKILLS

- **Organizational Skills**
 - **Leadership and Management**
 - **Problem-Solving**
 - **Attention to Detail**
 - **Risk Management**
 - **Process Flows**
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LANGUAGES

- **English**
 - **Hindi**
 - **Gujarati**
 - **Marathi**
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