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|  |  | **Bhupesh Badgujar** | | | | | | * Plot No.5 Shankar Appa Nagar. Pimprla. Jalgaon(Maharashtra) * Mob no.9209203980 * bhupebadgujar@gmail.com * https://www.linkedin.com/in/bhupesh-badgujar-35965424/ | |  |  |
|  | Administration Manager/Operation Manager | | | | | |
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|  | **OBJECTIVE** | |  | | | | | | | | |
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|  | Innovative Program Manager with a proven track record of strategically guiding organizations to reach goals. Adept in overseeing the progress of operations, and monitoring cross-company projects. Experienced in leading staff members and evaluating project progress to achieve results in a timely manner. | | | | | | | | | | |
|  | **PROFESSION EXPERIENCE** | | | |  | | | | | | |
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|  | **HR& Operation Manager, Bluegem Constrowell LLP**  *Nov 2021-to till date*   * Maintain constant communication with managers, staff, and vendors to ensure proper operations of the company * Develop, implement, and maintain quality assurance protocols * Increase the efficiency of existing processes and procedures to enhance the company’s internal capacity * Ensure that operational activities remain on time and within budget * Track staffing requirements, hiring new employees as needed * Conduct budget reviews and report cost plans to Managing Director * Develop and maintain relationships with suppliers to negotiate favorable terms and prices. * Lead, motivate, and manage teams of Sales staff, Depo staff and other operational employees. * Set performance goals, provide guidance, and conduct regular performance evaluations for team members.   **Genral Manager-Operation, Gunina Commercials Pvt Ltd, Mumbai**  *Jan 2019 to Nov 2021* | | | | | | | | | | |
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|  | * Schedule and coordinate meetings, appointments for corporate client. * Trained Business Development Executive business expansion. * Developed new filing and organizational practices, saving the company cost. * Maintain utmost discretion when dealing with sensitive topics * Manage travel and expense reports for department team members * Overall responsibility of Operation Department. * Coordinate with government client. * Franchise appointment and train them for business | | | | | | | | | | |
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|  | **Chief Operating Officer, Uncle Parcel & Forwarders Pvt Ltd, Jalgaon**  *May 2016 - Jan 2019* | | | | | | | | | | |
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|  | * Overall responsibility of Operation Department. * Franchise appointment and train them for business * Developed and implemented standard operating procedures. * Effectively utilized operating systems to ensure titles are clear to close. | | | | | | | | | | |
|  | **Public Relation Officer, Leedskem (India) Ltd, Jalgaon**  *Aug 2015 - May 2016* | | | | | | | | | | |
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|  | * Reported all necessary information to the Chief Operating Officer and worked closely with them to achieve and maintain goals. * Provided optimal assistance to the General Manager and handled a variety of tasks. * Assisted Senior Product Manager with all tasks related to the successful launching of products. * Assist to Managing Director planning meeting and appointments   **Public Relation Officer, Bhichand Hirachand Raisoni Multi State Co-op Credit Society Ltd, Jalgaon.**  *Nov 2013 - Jul 2015*   * Reported all necessary information to the Chairman & Managing Director and worked closely with them to achieve and maintain goals. * Settled any customer disputes in a professional and pleasant manner. * Maintained up to date knowledge of all retail promotions. * Identified and maximized sales opportunities, and increased customer retention rates. * Maintained liaison between headquarter members and the all Branch staff.   **HR & Personal Officer, GB Extrusions, Jalgaon**  *Nov 2012 - Oct 2013*   * Served as a helpful assistant to all office staff including the Accountant, Sales Manager, Production Manager and Dealers. * Maintained extremely well organized records and handled all HR matters with confidentiality and the application of company standards. * Created training manuals on operation and maintenance for equipment.   **HR Trainee, Orient Cement, Nashirabad. Jalgaon**  *Jan 2012 to Oct 2012*   * Created analysis and performance reports for management teams to review. * Used excellent time management and project management skills to successfully oversee and manage projects from conception to completion. * Labour Management, Staff Management, Employee attendance, Records Management. | | | | | | | | | | |
|  | **EDUCATION** | | |  | |  | **ADDITIONAL SKILLS** | |  | | |
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|  | **PGPM (HRM)-**Completed from Motion Institute of Management Studies, Jalgaon*2010-2012*  **BBM (HRM)** Completed from North Maharashtra University. Dept. of Management Studies, First Class (63.50%). *2007-2010*  **DIPLOMA (OPERATION MANAGEMENT)** Completed an online Diploma in Operations Management from Alison, a globally recognized e-learning platform  **Date:-**  **Place:** | | | | |  | * Expert in Microsoft Office * Web and tech savvy, require little to training   **PERSONAL DETAILS:**  Date of Birth: 18th July 1989  **Bhupesh Badgujar** | | | | |