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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/
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|  | 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.
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|  | **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.

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|  | **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**  |