

# DARSHAN V. ACHARYA

## **PROFESSIONAL ABRIDGEMENTS:**

**A Versatile professional with 20 + Years of rich & extensive in General Administration.**

**Effective communicator & Leader with proficiency in managing people, Adroit At:**

† <i>Travel Desk Managements</i>	† <i>Housekeeping and Facilities Managements</i>
† <i>Transportation Management</i>	† <i>Cafeteria Management &amp; Guest House Management</i>
† <i>Security Management</i>	† <i>Infrastructure Management</i>
† <i>GMP's Activities</i>	† <i>Contractual Manpower Management</i>
† <i>Events Management</i>	† <i>Vendors Management &amp; Material management</i>
† <i>Procurement &amp; Waste Management</i>	† <i>Statutory Compliances &amp; Cost Cutting</i>

## **Career Objective: Dy General manager—Administration OR Admin (PLANT /CORPORATE / R&D)**

Looking for a senior position in the Administration, Personal and human Resource dept of a reputed organization which really recognizes the Administration, Personal and human resource personnel's as business partners and provides strong and solid support to all strategic Admin/HR activities so that my talents and creativities coupled with rich experiences could be best utilized for organizational effectiveness.

## **CURRENT EMPLOYER: AMNEAL PHARMACEUTICALS (MNC)**

### **AREA OF EXPERTISE (KRA'S)**

#### **General Administration**

- † I am taking care of **Injectable & OSD Plant's, Corporate office and Injectable and OSD (R&D) etc .**
- † Controlling of expenses related to Hotel, Telephone, Taxi, Electricity, Photocopies and maintaining expansion in allotted budget.
- † Over all co ordination for transportation & security of premises and unit levels.
- † Designing and preparing itinerary for senior management, managing their visits at different locations, ensuring on time booking and their comfortable stay at hotels.
- † Managing corporate events like seminars, conferences, review meet, star night, including supervision of the necessary arrangement s for the events/meetings ensuring optimum utilization of funds in providing friendly work environment and basic amenities in the work premises.
- † Liasioning with various govt. dept Such as Electricity Boards, Developments Authorities, Police dept, Local Administration , Fire dept etc.
- † Capable of handling any kind of crises situation.

- ✦ Outsourcing AMC contract for the maintenance of office building, Infrastructure, office equipments, machinery and other assets of the organization.
- ✦ Generating monthly reports, expenses statements, insurance renewals & others MIS reports as per requirements.
- ✦ Responsible for General Administration of others units.
- ✦ Overall co ordination for company owned guesthouse regarding allotments of rooms & monitoring all the expenses related to guest house.
- ✦ Evolving and implement systems to control manpower movements, materials movements, visitor's movements and vehicles movements.
- ✦ Responsibilities for promptly meeting of emergency situation arising out of fire, accidents, natural calamity, labour unrest.
- ✦ Responsibilities for protecting company's property from theft, misuse with the help of security personnel deployed.
- ✦ To prepared, implement, followed and maintained records for Admin SOP.
- ✦ To ensure good housekeeping standards are maintained within the factory premises as per laid down SOP such like change room, janitors room, wash area, utility area, covering open areas, office blocks, cabins, corridors, canteen, locker room, parking, general toilets, main entrance, terraces staircases etc.
- ✦ Responsibilities for training of housekeeping staff to perform the job as per SOP.
- ✦ Ensure pest control treatment is provided as per the laid down SOP and maintain the record thereof.
- ✦ Ensure cleaning of uniform and aprons are carried out as per laid down SOP.
- ✦ Responsible for Material destruction as per SOP.
- ✦ Responsibilities for maintaining effective liaison with police and neighboring village and industries.
- ✦ Responsibilities for raising indent and maintenance of the office furniture & Fixture.
- ✦ Ensure canteen upkeep and maintenance is carried out as per the laid down Sop and train staff involved in canteen upkeep to maintain hygiene standards.
- ✦ Preparing the yearly Admin budget.

#### **Facilities / Infrastructure Management :-**

- ✦ Monitoring housekeeping activities , building infrastructure, repair and maintenance and other routine work related to general administration on day to day basis,
- ✦ Managing offices moves and maintain the details of all the utilities and services.
- ✦ Handling outsourced facilities staff including housekeeping, security and others.
- ✦ Monitoring the quality of cafeteria, outdoor catering and arranging parties and get together.

#### **Salary Administration & Others:**

- ✦ Responsible for overall the contractual manpower across group, maintaining their minimum wages as per norms according to their categories.
- ✦ Co –ordination for contractual manpower recruitment, induction, separation, replacements and monitoring wages as per norms.
- ✦ Maintaining all the MIS of contractual manpower across group on monthly basis.
- ✦ Overall co ordination of company provided CUG mobile connection & Landline connection.
- ✦ Implementing staff welfare policies with key focus on enhancing employee's motivation. 8980033958

**Initiatives & Positive outcomes:**

- ✦ Developed the system for cleaning and Hygienic environment and managing the employee welfare activities.
- ✦ Designed the systems for monthly and weekly work to be executed related to health, safety & welfare.
- ✦ Initiated introduction of office Etiquettes and welfare activities like-First Aid, Fire Fighting, Complaints book, Suggestion Book, Visiting Cards, & Identity Cards.
- ✦ Successfully organized in House and Outdoor training and developments programs.

**Played Pivotal Role in following:**

- ✦ Development of system for inward and outward post, distribution of various types of post from outside to office. Maintaining the register of travel, Hotel, Car's etc.
- ✦ Introduced the system for "Admin Requisition Slips" for monitoring all the admin related expenses.
- ✦ Introduced the systems for Visitors gate pass, Employee gate pass, Material Inwards and Our wards Gate pass, Returnable and Non returnable gate pass, INDENT Requisition Form, Stationery Requisition form, Official car requisition form etc.
- ✦ Implemented the system for access control machine.
- ✦ Developed the system for stationery purchase and Issuance.

**Employment History:**

Sr.No	Company	From	To	Designation
01	Amneal Pharmaceutical Pvt. Ltd. (MNC USA Based Leading in Pharmaceuticals)	May -11	Sep-24	DGM-Administration
02	Veeda Clinical Research Pvt. Ltd.(CRO)	Jan-05	Feb-11	Sr. Executive-Administration
03	Global Tech India Pvt.Ltd. an (ISO 9001)	Dec-03	Dec-04	HR/Admin-Executive
04	JMC Projects (India) Ltd. ( Engineers and Construction ) An ISO 9002 Company, (Projects Nirma Soda Asha-Bhavnagar ,Hotel Udaivilas-Udaipur,Powergrid corp,RITES –at Gurgaon,I.I.M at Ahmedabad	Aug-98	Dec-03	Administrative Officer
05	Modern Denim Ltd. Based at Ahmedabad	Oct-96	July-98	Excise Asst
06	Krishak Bharti Co Op. Ltd. Based at Dahod	Aug-94	Sept-96	Account Asst

**Educational Qualification:**

Degrees	Subject/Specialization	University	Year
B.Com.	(Commerce) Accountancy and Auditing	Gujarat University	1993
MBA	Human Resource Management	IEDU International Educate Distance University Accredited by Indo Europe International Education Council.	2010

## **IT Skills:**

- ✦ Operating System: Windows 2007
- ✦ Office Automation systems: MS Office, Ms-Outlook, Outlook express
- ✦ Have Sound Knowledge of: Internet, MIS.

## **Previous Employer Veeda Clinical Research Pvt.Ltd**

### **Job Responsibilities:**

- ✦ Take care of other admin activities such like Manage staff requirement, Transportation, Safety, Repair and maintenance Of the company vehicles, as well as driver arrangement, Insurance, Housekeeping, Canteen administration, Vendors/suppliers/contracts management, Negotiations with local party, Printing & stationery, Infrastructure work, office automation, Asset management, Guesthouse, Packers and Movers, Hotel, Rail booking, Liaisoning, Arrangement of conference and social, Event management etc.
- ✦ Negotiation with local party/Vendor for the purchaser of materials. ✦ Time office Management
- ✦ Take care of entire house keeping activities and establish highest level of standard in housekeeping.
- ✦ In charge of entire security system in the company and ensure that security guards deployed in the company is efficient and discharging duties to the satisfaction and expectation of the company.
- ✦ Take care of all general maintenance-A.C, DG set, Compressors, electrical equipments and renovation, Civil & infrastructure work, furniture & fixture work etc
- ✦ Managing the inventory of stationery and Hardware related parts which include purchase, stocking and distribution of the same.
- ✦ Correct planning for business promotion activities and effective decision making to execute plan.
- ✦ Liaison with all external parties like, suppliers, agents, contractors, builders, Advocate, Surveyor as per the requirement.
- ✦ Develop and prepare MIS reports for all admin related activities on monthly basis
- ✦ Ensure that all legal and statutory compliances under all Labour Laws applicable to the company are properly followed up and maintained.
- ✦ Conducted the work shop on the change in work attitude etc
- ✦ Seeing to the internal needs of the employees
- ✦ Bridging the gap between the management and the employees as best possible.
- ✦ Ensure that all safety equipments like fire extinguishers, fire safety alarms are fully operational, maintained properly and all the employees are trained in the same

### **HR Activities:**

- ✦ Maintaining all registers and records under PF Act, ESIC, Shop Establishment Act etc.
- ✦ Arrange the joining formalities of all new recruits.
- ✦ Assist the dept head to bring up best work culture, best HR practices, systems and procedures to attract and retain best talents in the organization
- ✦ Maintain of the employee's files and looking in to their other joining formalities
- ✦ Maintenance of the employees files and looking in to their other joining formalities like user forms, all documents received from employees, EHRM & Gtintranet user, password allocated, opening Bank account, PAN card formalities etc.
- ✦ Identifying the needs of the different department with discussion with the Group Head.
- ✦ Calling the candidates for the interviews, conducting the aptitude tests and - conducting the preliminary round of the interview.
- ✦ Salary administration work, generating & distributing salary slips.
- ✦ Personnel Management, Industrial Relations, Insurance Management, Training & Development
- ✦ Employee Engagement and talent Acquisition, PMS etc  
Expert at Recruitment, Contract Labour Management, Knowledge of Statutory Acts as well as interfacing with Government Authorities. Maintaining healthy employee relations, handling employee grievances.
- ✦ Proficient in implementing HR systems, HRMIS and policies.
- ✦ Looking for Talent Management and Talent development.
- ✦ Employee Engagement & Retention (Attrition) Handle employee motivational activities to ensure low attrition as per the industrial standard.
- ✦ Mentoring & Counseling Mentor for new comer & counseling to employees for betterment of employee & organization.
- ✦ Employee Relations / Industrial Relations.

- ✦ Employee Engagement, Welfare, Conducting and organizing Event.

### **Liasioning Activities**

- ✦ Maintaining all registers and records under Shops and Establishments Act, Labour Contract Act, Payment of wages Act etc.
- ✦ Liasioning with labor Enforcement Officer, Labor commissioner and PF commissioner, legal experts in dealing with legal matter
- ✦ Liasioning local authorities, such as AUDA, Police Administration, Telephone dept et ✦ Liasioning with client, insurance, surveyor as and when required basis

### **Achievements:**

- ✦ Introduced VEEM-Veeda Employee Excellence Management) Introduced Mentoring.
- ✦ Introduced ERM (Employee Rewards Management)
- ✦ Implemented on line ESS-1 (Employee Satisfaction Survey)
- ✦ Introduced ESS-2 (Employee Support Services)
- ✦ Introduced EFM (Employee family Meet)

### **Professional Training:**

- ✦ Labor Laws A Manager Should Know conducted by Ahmadabad Management Association
- ✦ Computer MSOffice Training held at NIIT as a part of Company's training ✦ Negotiation Skills Training provided by company.
- ✦ Good Clinical Practice Training provided by company.
- ✦ Good Laboratory Practices (GLP) training provided by company.
- ✦ World Class Housekeeping & Workplace Management Through 5s.

### **Awards:**

- ✦ Awarded "**CEO Award**" in "Amneal Pharmaceuticals Pvt Ltd."
- ✦ Awarded "**Yearly Star Performance Award**" in "Amneal Pharmaceuticals Pvt Ltd."
- ✦ Awarded "**Half yearly Star Performance Award**" in "Amneal Pharmaceuticals Pvt Ltd."
- ✦ Awarded "**Appriciation Award**" in "Amneal Pharmaceuticals Pvt Ltd."
- ✦ Awarded "**Star Performance Award**" in "JMC Projects India Ltd".
- ✦ Awarded "**Appreciation Award**" in "Veeda Clinical Research Pvt. Ltd." 2007.

### **Personal Details**

**Present Address** : Darshan Acharya, Nexus-4, C-704, Uttarsanda Road, NADIAD. (Gujarat)

**Date of Birth** : 09-05-1972

**E-Mail ID** : [darshan.acharya@rediffmail.com](mailto:darshan.acharya@rediffmail.com) ,

**Contact Number** : **(M) 9925701113, 9429134792** ).

### **Hobbies/Interest**

Personnel and administration public relations, customer relation .To learn more in various fields - meet various human personalities and observe them in a positive attitude.

**Extra-curricular activities:** Going to social clubs, friends circle, attending workshops, seminars etc.

### **Reference:**

Mr. Anil Chandarana- Sun Pharmaceuticals - VP Manufacturing -9979871296.

Mr. Sanjay Kumar Jain –Chief Quality Officer –Group of Amneal -9998974757

Mr. Sanjay Tripathi – Intas Pharmaceuticals –VP QA-9879984240

