



Deepak Menon

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CAREER CONTOUR

Feb'19 till Aug'21 with Saath Charitable Trust, As Governance Secretariat Officer (GSO)

Significant Responsibilities:

- ✍ Looking after Gen.Administration, Governance and Human Resources (150 + staff members).
- ✍ Co-ordinating with 4 other sister entities for HR and administrative purpose.
- ✍ Managing the smooth conduct of Board Meetings and Finance Committee meetings
- ✍ Record keeping and policy issues dealings with Funders and Donors
- ✍ Dealing with officials of Charity Commissioners Office and AMC.
- ✍ Collaborating with external and local Universities for interns interested to work with NGO

**Jan'18 till Jan'19 with SGCCI (The Southern Gujarat Chamber of Commerce and Industry)
As Deputy Secretary General (CEO)**

Significant Responsibilities:

- ✍ Looking after Gen.Administration, Human Resources, Finance, Marketing, and Exhibitions (40 staff members) and at Exhibition Hall located on the Outskirts of Surat.
- ✍ Conducting Seminars/workshops for the benefit of trade and industry in Southern Gujarat.
- ✍ Representing policy issues of trade and industry to State and Central Govt. Authorities
- ✍ Management of Consular visits, Managing Committee Meetings and Conferences.
- ✍ Maintenance and Infrastructure development i.e. Estate Maintenance
- ✍ Dealing with SMC/EPF/Dept of Industries Commissionerate and for Statutory Compliance.

**Aug'15 till Dec'17 with Shree Narayana Cultural Mission, Ahmedabad (Educational Trust)
As Manager--General**

Significant Responsibilities:

- ✍ Looking after Gen.Administration of two Schools and one college in the Campus (300 staff members) at Satellite and at Odhav.
- ✍ Recruitment of Teachers, Lecturers and other Personnel needed for the Trust.
- ✍ Management of Events, Meetings, Trainings and Religious Conferences
- ✍ Infrastructure development and maintenance
- ✍ Coordinating the Cultural activities of schools, college and Mission.
- ✍ Handling the Temple, Garden & Guest House located in the 3 Acre Campus, i.e. Estate Maintenance
- ✍ Dealing with EPF/AMC/DEO/Guj. University and other Govt Agencies for Statutory Compliances.

**Oct'11 to Apr'15 with Ahmedabad Management Association, Ahmedabad (AMA)
As Sr. Manager**

Significant Responsibilities:

- ✍ Mobilizing candidates to join the Vocational & State Govt-Funded MES Programmes
- ✍ Orientation and Induction of new Recruits
- ✍ Conducting workshops and seminars for Vocational Education Instructors.
- ✍ Planning and executing new projects related to Vocational Education.
- ✍ Taking the candidates to Industrial Visits.
- ✍ Smooth conduct of various Seminars, Conferences and Workshops at AMA

Jul-2010 to Sep' 2011 as Consultant—Placement with IBM, Surat, Kataria Automobiles &

Empower Pragati Vocational Staffing (P) Ltd, Ahmedabad.

Significant Responsibilities:

- ✧ Placing the youth who have undergone training
- ✧ Revenue generation from corporate.
- ✧ Orientation and Induction of new Recruits
- ✧ Providing training and development to in house staff.
- ✧ Assisting the operation team in establishing new centers.
- ✧ Designing the HR Policies and Recruitment Activities.

Aug '08 to June'10 with Xplora Design Skool, Ahmedabad. As All India Placement & HR Head

An ISO 9001:2000 Multimedia Company having 121+ franchisees throughout India

Significant Responsibilities:

- ✧ Selection & Short listing of Resumes
- ✧ Recruitment documentation and procedures
- ✧ Conducting Interviews and Placement of Xplora Students in Multimedia Companies
- ✧ Handling a team of 10 Placement Executive at various cities of India

July '01 – Mar '08 with Transcyber India, A unit of Transcyber, USA As HR & Training Manager

The organization is an EOU attached with STPI, Gandhinagar. Involved in providing back-end support to American based Hospital and Clinics.

Significant Responsibilities:

- ✧ **Establishing:**
 - Designing the office, work area and equipments to be ergonomically suitable.
- ✧ **Office Administration:**
 - Correspondence, Co-ordination and follow up of Client Requests as well as Complaints.
 - Firm's Registrations with various Govt / Semi Govt organizations
 - Documentations for STPI Inspection.
 - HR Planning & Job Design Documentation.
 - Induction & Orientation
 - Performance Appraisals

Oct'99 – June '01 Avinash Information Technology India Limited, A' bad. As Training Executive

A 1500 employee Medical BPO Unit of Heartland Information Systems., USA in India.

Significant Responsibilities:

- ✧ Training of Medical Transcriptionists.
- ✧ Providing Behavioral training.

Feb '96 – Jun '99 with Zydus Cadila, Ahmedabad and Chennai. As Business Officer

Significant Responsibilities:

- ✧ Business development of specialized and customized intermediates for life sciences industry in Chennai, Vellore, Madurai, Trichy, and Ahmedabad
- ✧ Participated in Seminars and Exhibitions related to pharmaceutical business.
- ✧ Have organized Doctor's Conferences as well as Medical Conferences.

EDUCATION

M.Sc (Biochemistry)	Department of Biochemistry, M. S. University Baroda. In the year 1995
Diploma in HRM	Diploma in Human Resources Management, 2004 From Ahmedabad Management Association Specializing, Human Resource Management, Industrial Relations & Labour Laws.

IT SKILLS

- Well versed with MS Office and sound knowledge of Internet Applications.

PERSONAL DETAILS

Contact Address	: 15, Eskimos Enclave, Bodakdev, Ahmedabad – 380 054. Gujarat.
Date of Birth	: 26 January, 1973.
Nationality / Gender	: Indian / Male.
Marital Status	: Married
Languages Known	: English, Malayalam, Telugu, Tamil, Hindi & Gujarati.
Social Activities	: Volunteer blood donor for Red Cross Blood Bank, Ahmedabad. : Alumni Member of ABCD (Alumni of Biochem. Department), M. S. Univ, Baroda, member of Gujarat—HR Milestone Club. : Life Member of Ahmedabad Management Association (AMA) & Ex Member of Extension Service Committee of AMA & AHRD : Volunteer and Member of Nair Sewa Samajam, (NSS) & AKS, Ahmedabad. : Limca Book of Record Holder