

MANISH SHARMA

Site Manager & HR Admin · Operations · Facility, Hospitality & Corporate

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SUMMARY

Site Manager & HR Operations professional with cross-industry expertise in facility management, hospitality, and recruitment. Resolved 95% of guest escalations within 24 hours. Recruited and trained 30+ staff to sustain service excellence. Integrates operational oversight with HR administration — payroll, compliance, and full-cycle hiring. Seeking Site Manager or Operations Manager role to drive efficiency, workforce performance, and client satisfaction.

WORK EXPERIENCE

Site Manager

Martinet Facility Management Services Pvt. Ltd. Jun 2025 - Present

Pathakheda, Betul, MP

- Supervised 50+ personnel at UGM Mining site, managing scheduling, discipline, and daily operations.
- Tracked attendance, duty rosters, and wage inputs to ensure zero payroll discrepancies.
- Verified stock consumption and inventory movement, maintaining accurate resource accountability records.
- Enforced SOPs and safety standards, submitting daily reports and closing compliance gaps.

HR Admin / GM

Kanha Green - Hotel & Resort Mar 2024 - Jun 2025 Bhopal, MP

- Oversaw full hotel operations across 9 properties, managing front office, housekeeping, F&B, and maintenance.
- Recruited, onboarded, and trained 30+ staff, establishing performance standards and service protocols.
- Resolved 95% of guest escalations within 24 hours via a structured complaint-handling process.
- Maintained 100% regulatory compliance through quarterly audits and ongoing staff training.
- Administered attendance tracking, salary sheets, and full-and-final settlements across all verticals.

Manager / Accounts and Operations

Hotel Jalsa Apr 2022 - Apr 2025 Badwani

- Managed full-cycle accounts including journal entries, TDS compliance, and bank reconciliation.
- Eliminated payroll errors by maintaining monthly salary sheets and attendance records.
- Reduced reconciliation discrepancies through systematic ledger controls and timely book closures.
- Coordinated vendor payments, staff scheduling, and compliance reporting as single operational contact.

HR Executive / Admin

Hunt4Jobs (Consultancy) Dec 2014 - Mar 2020 Bhopal

- Sourced and screened candidates via Monster, Indeed, and LinkedIn within budget.
- Managed timekeeping, attendance, leave, and monthly salary sheets for all staff.
- Executed full exit cycle — interviews, settlements, and certificates — with full compliance.
- Streamlined payroll workflows, cutting processing turnaround across multiple concurrent client accounts.

Asst. Manager / Admin & Accountant

GDKN Corporation Dec 2010 - Nov 2014 Bhopal

- Managed AP/AR, bank reconciliation, and journal entries across four-year tenure.
- Ensured zero compliance lapses filing excise duty, sales tax, and TDS returns.
- Delivered error-free monthly payroll and attendance reports consistently within deadline.
- Streamlined reconciliation workflows, cutting processing time and supporting executive decisions.

KEY METRICS

50+ Staff Supervised	95% Guest Escalations Resolved Within 24 hrs
30+ Staff Recruited & Trained	0 Payroll Discrepancies
100% Daily Compliance Reports Submitted	99%+ Inventory Accuracy Rate
≤7 Days Full-Cycle Hiring Turnaround	100% SOP Compliance Rate
0 Disputes Full & Final Settlements Processed	100% Attendance & Timekeeping Accuracy
3 Cross-Industry Domains Managed	Weekly Duty Roster Planning Cycle

SKILLS

Site Supervision	Manpower Management	
Safety & Compliance		
Daily Operational Reporting		
Client Coordination	Inventory Control	
End-to-End Recruitment		
Attendance & Timekeeping		
Full & Final Settlement	Exit Interviews	
Skill Matrix Management		
Computerised Accounting		
Bank Reconciliation	Journal Entries	
Cash Management		
Accounts Payable & Receivable (AP/AR)		
TDS Compliance	Salary Sheet Preparation	
Microsoft Excel	Microsoft Word	RCRMS
Monster	Indeed	LinkedIn Sourcing
SOP Implementation	Vendor Coordination	
Grievance Handling	Payroll Processing	
Facility Management		
Statutory Compliance (PF/ESI)		
Housekeeping & Soft Services Oversight		
MIS Reporting	Team Leadership	

WORK EXPERIENCE

Accountant

Anaya Engineering Company Mar 2008 - Jun 2010 Bhopal

- Managed full-cycle accounting — AP/AR, ledgers, bank reconciliation, and cash handling daily.
- Reduced reconciliation discrepancies by 95% through rigorous month-end review processes.
- Processed payroll and salary sheets coordinating with operations on attendance-linked disbursements.
- Maintained TDS compliance and financial reporting supporting ISO and UKAS audit requirements.

EDUCATION

M.Com in Commerce

Barkatullah University, Bhopal

2004 - 2005 Bhopal, Madhya Pradesh, India GPA: 1st Division

B.Com in Commerce

Barkatullah University, Bhopal

2000 - 2003 Bhopal, Madhya Pradesh, India GPA: 2nd Division

STRENGTHS

INTERESTS

Hospitality & Guest Experience

Delivering exceptional guest experiences and continuously improving service standards across operations.

HR & People Development

Talent acquisition, employee engagement, and building high-performing teams through structured training.

Finance & Accounting Practices

Staying updated with accounting best practices, financial compliance, and tools that enhance operational efficiency.

Process Improvement & Operations

Identifying inefficiencies and designing streamlined workflows to improve daily administrative and operational performance.

Music & Creative Arts

Writing original lyrics, composing traditional ghazals and pop tracks, and exploring creative storytelling.

HIGHLIGHTS



2nd Prize - Patriotic Song Competition

Awarded across multiple school cultural programs.



1st Prize - N.F.H.S. Project

Earned for editing 100 household questionnaires within a single working day.

LANGUAGES

English	Advanced	
Hindi	Native	
Punjabi	Native	