

Bhavesh Parashar

Human Resource, Admin & Security Professional

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343-542-2022 📞

Ottawa, Canada 📍

July 25, 2024

Impact Assessment Agency Of Canada,
Ottawa, Canada

Sub: Applying for the position Administrative Support Services.

Respected Hiring Manager,

I am writing this application to express my sheer inclination to apply for the position available with your organization- Administrative Support Services. With a proven record of accomplishment in coordinating the schedules and workloads, I believe I am inimitably qualified for this position.

Having served in the Indian Paramilitary force as a Head Constable with the Indo-Tibetan Border Police and accumulated over 10 years of administrative experience within the Home Ministry of India, I bring a wealth of diverse skills to the table. My journey includes roles at the High Commission of Canada, New Delhi as a Readiness Program Assistant, and my current position within Global Affairs Canada under the SMFR division (OGD salary recovery team).

Renowned for my adherence to compliance, adaptability, teamwork, effective leadership, initiative, goal-driven approach, proactive decision-making, strategic acumen, and dedication to delivering exceptional customer service, I am recognized for my enthusiastic and professional demeanor. I embrace a "never say no" attitude towards learning opportunities, continually seeking growth and improvement.

Throughout my career, I have consistently garnered outstanding performance reviews and earned increased responsibilities, showcasing my commitment to excellence and continuous professional development.

To support my application, I have summarized below rationales on how I can be an ideal candidate, along with my relevant skills and experience.

- **Education:** Bachelor of Arts and Post graduation diploma in Yogic Therapy & Yoga Education. Canadian Equivalency- Bachelor's degree (three years).
- **Language:** Proficient in the language with a strong command.
- **MS-Office Proficiency:** Immense working experience with MS-Office tools such as MS Word, MS Excel, Power Point Presentation, Outlook etc.
- **SAP Knowledge:** Working knowledge of SAP module.
- **Expertise in general office procedures and practices:** With a solid foundation in general office procedures and practices, I bring expertise honed through years of hands-on experience. My proficiency encompasses various administrative tasks and protocols, ensuring smooth and efficient operations within office environments.
- **Ability to analyze and interpret information:** My ability to analyze and interpret information is a cornerstone of my skill set, developed through years of practical experience. I possess a keen eye for detail and a systematic approach to processing data, allowing me to extract meaningful insights and make informed decisions. This capability enables me to navigate complex situations effectively and contribute positively to organizational goal.

- **Working under Stress:** My capacity to perform under pressure has been refined through various professional challenges and demanding situations. I thrive in high-pressure environments, maintaining composure and focus to deliver results consistently. My resilience, adaptability, and proactive mindset equip me to tackle challenges head-on, ensuring tasks are completed efficiently and effectively, even in the face of tight deadlines or unexpected obstacles.
- **Recommendation to senior officials:** I'm skilled at giving helpful advice to top leaders by carefully studying situations and sharing clear ideas that match our goals. I'm dedicated to offering practical suggestions that help our team and organization succeed.
- **Experience in HR:** I managed HR operations for 1300+ employees, overseeing pay processes, including appointments and promotions. I ensured accurate recording of financial benefits and enhanced team productivity through effective training. I implemented competitive compensation programs, maintained organized employee files, and provided solutions to HR matters, fostering collaborative team environments.
- **Experience in Security:** I ensured security on northern borders, operating in hazardous terrains and harsh weather. I combated illegal activities, protected sensitive installations, and restored order during unrest. Assimilating with local communities, I conducted rescue operations, assisted security officers, and conducted security briefings, foot patrols, and surveillance.

I would love the opportunity to meet with you and share how I plan to hit the ground running.

Looking forward to hear back soon.

Sincerely,

Bhavesh Parashar
Ottawa, Canada

Bhavesh Parashar

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Summary

- **Security Clearance Level – Reliability Status.**
- 10+ years of experience in Human Resources, Finance, Administrative Services, Procurement & Security roles.
- Expertise in para-military operations.
- Strong organizational, communication, and coordination abilities.
- Effective conflict resolution skills and multitasker.
- Dedicated to client service excellence and implementing quality improvement methods.
- Recognized for reliability and trustworthiness.
- Capable of working independently with strong decision-making skills.
- Adept at excelling under pressure and meeting strict deadlines.
- Engaged the pursuit of French studies.
- Proficient in SAP software.

Professional Work Experience

Global Affairs Canada, (Government of Canada) Quebec, Canada.

Financial Analyst (AS-02)

Jan 2024 – May 2024

OGD SALARY RECOVERY | CLIENT SERVICE | ADVISORY & RECOMMENDATION | NETWORKING

- Coordinate with internal and external clients to recover salary expenses.
- Administer interdepartmental settlements and create commitments in financing centers.
- Calculate commitment amounts based on forecasts and validate salary expenditures.
- Invoice other departments for salary expenses of departing employees.
- Oversee year-end activities including PAYE/RAYE setup and maintain tracking sheets for secondments.
- Develop and maintain professional relationships with designated portfolio clients.
- Facilitate effective communication through written and verbal channels.
- Provide guidance and share best practices as required.
- Stay updated on financial directives and procedural changes.
- Conduct research to provide accurate information to clients.
- Identify operational challenges and recommend improvements.
- Offer strategic recommendations to senior management.
- Support informed decision-making and organizational progress.

High Commission of Canada, (Government of Canada) New Delhi, India.

Readiness Program Assistant

July 2023 – Oct 2023

BUDGETING | SAP SOFTWARE | RECORD KEEPING | AUDITING | ADVISORY & RECOMMENDATION | REPORTING

- Offered solutions and advice to ensure effective administrative support.
- Prepared and submitted claims using SAP software for invoice payment or reimbursement to CSDPDH.
- Reviewed, corrected errors, and obtained necessary approvals and signatures for compliance.
- Maintained paper and electronic files, records, databases, and statistics following documentation policy.
- Researched and gathered data on local developments, trends, and projects.
- Established and maintained a network of operational contacts with local entities.
- Addressed general inquiries and routine requests from staff.
- Provided information on security and emergency management procedures.
- Scheduled appointments and coordinated travel arrangements.

- Managed requests such as background screening.
- Acted as a point of contact for service providers and suppliers

Highlights:

- ✓ Extended support by participating in mission operations during the High-Level PM Visit to India for the G20 Summit.
- ✓ Played a key role amid escalating tensions between the two countries by diligently monitored media reporting, ensuring senior management received timely and critical information, along with other significant responsibilities.

Indo-Tibetan Border Police (ITBP), Ministry of Home Affairs, Government of India

Head Constable (Combatant Ministerial)

March 2014– June 2023

CONFLICT RESOLUTION | REPORTING | CLIENT SERVICE | ADVISORY & RECOMMENDATION | RECORD-KEEPING

Administrative Compliance:

- Analyzed administrative programs and processes to identify improvement opportunities.
- Collected, reviewed, evaluated, and interpreted data to assess the effectiveness and efficiency of work operations.
- Participated in meetings with managers, summarized notes, and interpreted outcomes.
- Prepared draft documents and notes for approvals by senior authorities.
- Generated reports to keep senior management informed about ongoing work.
- Provided ad-hoc administrative assistance to the medical unit, ensuring smooth operations.
- Managed medical staff shift timings to optimize coverage and ensure seamless care.
- Ensured availability of medical consumables by proactively restocking supplies
- Advised management on improvements for front office and facilities.
- Maintained thorough auditing and record-keeping practices.

HR Compliance:

- Overseeing HR operations for a workforce of 1300+ employees.
- Managing pay fixation processes for employees during appointments, promotions, and MACP advancements.
- Handling arrears of pay and allowances for employees.
- Efficiently managing the PBR system to accurately record financial benefits provided to employees.
- Demonstrating expertise in compensation and benefits programs.
- Enhancing team knowledge and productivity through effective training, monitoring, and guidance on best practices and regulatory protocols.
- Implementing competitive compensation programs to reduce expenses while ensuring compliance with legal requirements.
- Maintaining organized and up-to-date employee files, including active and terminated personnel.
- Resolving individual issues related to financial matters, disciplinary actions, and regularization of leaves/absent periods.

Financial Compliance:

- Managing and controlling allocated budgets and expenditures.
- Ensuring compliance with purchase procedures outlined in financial and supplementary rules.
- Maintaining accurate records of delegated financial powers.
- Developing and implementing strategies to enhance productivity, efficiency, and quality.
- Staying updated on relevant job-related regulations and guidelines.
- Assuming various positions as a backup to ensure smooth operations.

Procurement Compliance:

- Proficient in overseeing procurement processes including drafting proposal for departmental purchase and establishing procurement committees.

- Conduct thorough market surveys and prepare comparative reports to inform decision-making.
- Facilitate online procurement by managing technical and financial bids, ensuring compliance with established parameters to avoid Audit objections.
- Prioritize quality and cost-effectiveness in vendor selection, meticulously assessing all relevant factors such as Registration number of Firm, Tax returns, Banking details, Transportation service, Maintenance service in person. etc.
- Manage the receipt of goods and invoices, proposing payment to finance payable for prompt settlement.

Security Services:

- Ensuring vigilance and maintaining security on the northern borders of India.
- Operating in hazardous and challenging terrains and weather conditions.
- Combating illegal immigration and trans-border smuggling activities.
- Providing security services to sensitive installations and safeguarding VIPs.
- Restoring and preserving order in areas of disturbance or unrest.
- Conducting rescue and relief operations during emergencies.
- Assisting security officers in managing security-related matters.

Achievements

- **Basic Training:** Successfully completed the comprehensive 24-week basic training program for the Indian Armed Paramilitary Force in 2014, which covered physical conditioning, administrative tasks, weapon handling, and tactical strategies, all integrated into one cohesive training experience.
- **Commando Training:** Successfully completed rigorous commando training in 2015, demonstrating physical and mental prowess, discipline, and the ability to thrive in challenging environments.
- **Performance Recognition:** Received recognition for outstanding performance and dedication in my role, displaying a strong work ethic and commitment to excellence.
- **Uttarakhand Flood Rescue Operation:** Actively participated in the Uttarakhand Flood Rescue Operation in 2014, contributing to the rescue and support efforts during the natural disaster, and exemplifying a commitment to humanitarian causes.
- **Covid-19:** During the COVID-19 pandemic, the **Indo-Tibetan Border Police** took on the responsibility of caring for and treating COVID patients. As part of the team, I provided administrative support for the immediate establishment of a hospital dedicated to COVID patients.

Education

Yogic Therapy- P.G.D.Y.T, DCPE- Amravati, Maharashtra, India : May 2016

Yoga Education- D.Y.Ed, DCPE-Amravati, Maharashtra, India : May 2015

Bachelor's Degree, Liberal Arts, Delhi University, New Delhi, India : May 2011

*Canadian Equivalency based on the WES (World Education Services) report only for Graduation in Liberal Arts: Bachelor's degree (three years).