

# DINESH MOHAN RAJU

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*Scaling new heights of success and leaving a mark of excellence in assignments which involve analytical capabilities and professional growth in **Managing Premises/ Infrastructure/ General & Office Administration/ Facilities Management** with an organization of high repute; **Offering over 14 years of experience***

## PROFILE SUMMARY

- Identifying need to project future requirements regarding the company, need to work closely with decision-makers to **determine the best upgrade paths for equipment and infrastructure**
- **Arranging for necessary infrastructure** involving developing vendor for purchase of items and equipment to facilitate smooth business operations
- **Devised & formulated strategies** for travel & transportation management, housekeeping, environment & aesthetics, security systems, emergency & crisis management, operations management, contract management, vendor development and management of various emergencies
- Skilled in **managing the wide spectrum of administrative tasks** including Procurement of Material & Services, Formulation of SLA's & Contracts, Vendor Development, Housekeeping, Visitor Management, Events, Drivers, Expat Management & Security
- **Proven excellence in implementing stringent security systems/measures** to establish and maintain high security standards in compliance with the prescribed statutory norms; successfully managed & executed high security projects OPEX & CAPEX spends & ensured mission objectives on time & within budgets
- **Front-led major role in carrying out logistics functions** including budgeting, planning & execution, transport negotiations, space management, shipment tracking, inbound & outbound logistics, inventory count, audit, receipt, dispatch & preparation of various reports
- Proficiency in executing **Facility Management** involving Scoping, Space Management, Human Resource Mobilization, Structured Communication as well as execution within cost & time parameters
- **Customer-centric professional** with excellence in addressing or resolving customer complaints/issues/queries on priority in order to achieve higher customer satisfaction matrices
- Excellence in **adopting stringent quality measures** including preparation / maintenance of **necessary MIS reports** to ensure compliance with organizational objectives & standards; resourceful in resolving administrative issues, adhering to statutory compliances, spearheading process improvement initiatives and developing safety & security procedure
- **Strong leader & team player**; excellent motivational skills to sustain forward growth momentum while motivating peak individual performance from team members

## CORE COMPETENCIES

General Administration  
Transport Management  
Vendor Management

Managing Premises/ Infrastructure  
Budget, Cost-control & MIS  
Inventory Management

Facilities Management  
Event Management  
Asset Management

## WORK EXPERIENCE

Aug '22 – Till date	Present Svasti Microfinance Pvt Ltd. as Senior Manager Administration
Feb'21-April'22	<u>IDFC Assets Management Company Ltd.</u> as Manager Administration
Mar'20 - Feb'21	<u>Tata Motors Finances Limited.</u> as Manager Administration
Oct'17 - Feb'20	<u>Reliance General Insurance Company Ltd.</u> as Manager Administration
Jan'14 - Apr'17	<u>HDB Financial Services Limited</u> as Assistant Manager Administration
Jun'13 -Jan'14	<u>Univercell Telecommunication India Pvt Ltd.</u> as Sr. Administrative Executive &Sr. Projectcoordinator
Feb'11 - Dec'12	<u>Jewelex India Pvt Ltd. (SEEPZ – SEZ)</u> as Administrative Executive

**Roles Across the Career :**

- Collaborating with landlords to set up a new office, soliciting ideas, and negotiating rent rates and deposits with landlords
- Obtaining the necessary property documents from the landlord and having them verified and approved by the legal department
- Working on Labour Compliances such as applying for Labour License, renewal of Labour License, preparing of muster roll, Salary sheets, attendance sheets and other documents, forms and returns as per Labour Laws and Minimum Wages Act
- Arranging new telephone lines at the new premises or existing premises as per request from product line & as per policy laid down by the company management.
- Furnishing of premises as per the requirement; issuing letters for renewal or Termination Letter for surrender of premises.
- Recovering Deposit from landlord on surrender of premises; shifting or disposal of fixed assets on surrender of premises.
- Working on annual Maintenance Charges of Air Condition Machines, UPS, Generator, Stabilizer and annual Verification of Fixed Assets across the India with Regional Admin Coordinator and Sales Manager.
- Ensuring purchase & refill of Fire Extinguisher available at each location
- Registration of Shops & Establishment of the premises wherever it is applicable & renewal of Shop & establishment after every year or three years
- Exhibiting excellence in managing the administrative functions of the unit (Housekeeping, Security, Transportation, Canteen, Travel Management, Guesthouse Management)
- Maintaining the work unit calendar of events, fixing appointments, schedules of meetings, preparing a synopsis of reports and presenting to the senior authorities
- Maintaining daily attendance record of the employee including timely swipe in & out timing
- Planning meetings, conference, events, promotions & meal arrangements when required
- Spearheading vendor management including negotiations & contracts, performance evaluation, database update, payments, concerns & complaints for & by vendors and quality check of products & Services
- Liaising and coordinating with:
  - Hoteliers, transporters and others suppliers for getting best rates for all the services required and obtaining approvals from higher authorities
  - Head Office for resolving issues related to Admin, Finance Management & many more
- Boarding & lodging arrangements for in-house & visitors from outside for overseas travel, organizing meetings & conferences, meeting rooms, hotel reservations & flight bookings
- Ordering printing stationery like envelopes, letterheads, visiting cards, lamination pouch, ID cards, Joining Details form
- Managing the maintenance of photocopiers, fax machines, and other office equipment, scheduling presentations, organizing meetings, arranging trips, receiving and sending emails and faxes, and managing confidential information
- Maintaining files with contracts / bill copies / vendor details & Security Systems (Duplicate keys / Passwords/ Security Codes, Security Management, their Duties, Payments & Contracts
- Administering entire gamut of facility management activities like performed preventive building/unit repairs & maintenance checks, established and executed policies & procedures (to manage supplies and facilities) & so on
- Developing & executing continuous improvement initiatives in order to achieve process efficiency (Admin. & Facility)
- Liaised with external agencies, both government and private, for smooth operations across departments
- Screening incoming & outgoing emails, took accurate messages & dealt with queries from internal / external customers to ensure that they were referred timely by concerned staff
- Supervising entire gamut of administration tasks including Finance, Logistic, Attendance, Hotel and Transport invoices
- Monitoring Employee Welfare Facilities:
  - Drinking water facility and cleaning schedule
  - Facility for seating, Lighting facility
  - First aid medicines facility
  - Washing room facility and Latrine and urinals facilities cleaning monitoring
  - Change room facility and Monthly suggestions and award management

**EDUCATION**

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Bachelors of Commerce from Mumbai University, R.A.D.A.V COLLEGE in 2009

**PERSONAL DETAILS**

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Date of Birth: 6<sup>th</sup> November, 1986

Languages Known: English, Telugu and Hindi, Marathi, Tamil

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