



Administration Manager

📅 16 Years 1 Month

About me

Administration Manager with expertise in facility and security management, vendor management, travel arrangements, documentation preparation for visas Efficient in managing office infrastructure and maintaining vendor invoices overall efficiency.

Key Skills

Team Management



Technical Leadership



Administration Management



Project Management



Career Timeline

- 2020 - Present
Vedic Lifesciences Pvt Ltd.
- 2019 - 2019
JCB Salons Pvt. Ltd.
- 2017 - 2019
Nykaa E-Retail Pvt. Ltd.
- 2016 - 2017
Brinks India Pvt. Ltd.
- 2015 - 2015
Fire Star Diamond International Pvt. Ltd.
- 2014 - 2015
NSI Infinium Global Pvt. Ltd.
- 2012 - 2014
In Solutions Global Pvt. Ltd.
- 2011 - 2012

Profile Summary

Experienced Administration Manager with a successful track record in facility and security management, achieving zero security breaches for 18 centers. Managed all office boys' movements, resulting in a 30% increase in efficiency. Maintained records of archival files for all departments, ensuring easy accessibility. Successfully negotiated with vendors, resulting in cost savings of \$50,000 per year. Streamlined office operations, improving overall efficiency by 20%. Proactive in organizing company events and meetings, fostering improved communication and collaboration. Excellent skills in G-suite domain management and travel arrangements for domestic and international trips. Eager to contribute to a dynamic team in a new challenge.

Education

LCHM

Mumbai University

2002 Full Time

XIIth

Marathi

2000

Xth

Marathi

1997

Technical Skills

✓ MSDOS, Windows 95, Windows 98

✓ WINDOWS 2000 PROFESSIONAL

✓ Windows XP, Windows 2000

✓ MS Word, MS Excel, MS PowerPoint

✓ Computer Hardware

2009 - 2011
Tata Communications

2007 - 2009
Wipro Infotech

Personal Details

Gender
Male

Marital Status
Married

Work Experience

Administration Manager

Vedic Lifesciences Pvt Ltd.

2020 - Present

1. Facility & security management
2. Manage all office boys movements
3. Maintain the stationary & stock records
4. Maintain the records of Archival files of all departments
5. Keep all websites & domain registration details
6. G-suite domain managements & email ID creations
7. Travel managements for Domestic & international (Hotel, Flights, Train & CAB)
8. Documentation preparation for all VISA (USA/JAPAN/Schengen)
9. Checking & keep track of monthly vendor invoices
10. Laptop & desktop repairs managements
11. Cloud DATA backups managements
12. AMC & Contract managements for all vendors

Assistant Manager - Administration

JCB Salons Pvt. Ltd.

2019 - 2019

1. Maintaining the office Infrastructure & Facility of all 18 centers
2. Vendor Management (HK, Security, Fire Alarm, Sprinklers & Stationary)
3. Schedule the office boys outdoor Duties
4. Keep the maintenance record of all branches
5. Vehicle management
6. Maintain the CUG SIM, Dongles & VTS data.
7. Procurement for HO & other branches in Mumbai & PAN India
8. Liaising with GVT bodies for Ghumasta & all other licenses
9. Negotiate with vendors & finalized the quotes.
10. Applying & process for trade licenses & IT certification.
11. Monitor the all AC??s, AHU, Electrical Panels, Access card system, Sprinkles & Smoke detectors regular maintenance.
12. Collect the test reports from vendors for all the systems like CC TV & Access control.
13. Booking flights/ Hotels / CAB, Managing the travel desk
14. Processing the Documentation for VISA
15. Forex arrangement for staff
16. Maintain the Invoice tracker of vendors
17. Search & finalize the new property for office & warehouse

Sr. Admin Executive**Nykaa E-Retail Pvt. Ltd.****2017 - 2019**

1. Implemented and managed administrative processes and systems to improve overall efficiency and productivity within the organization.
2. Streamlined office operations by creating and maintaining efficient filing systems, managing correspondence, and scheduling appointments, ensuring smooth workflow.
3. Assisted in organizing and coordinating company events and meetings, resulting in improved communication and team collaboration.

Admin Executive**Brinks India Pvt. Ltd.****2016 - 2017**

1. Streamlined administrative processes to increase efficiency and reduce operational costs by 20 %
2. Implemented innovative filing system, resulting in a 30% reduction in document retrieval time
3. Successfully managed and resolved customer inquiries and complaints, maintaining a customer satisfaction rate of 95%
4. Manage the corporate SIM, DATA cards & VTS system
5. CCTV managements

Admin Executive**Fire Star Diamond International Pvt. Ltd.****2015 - 2015**

1. Streamlined administrative processes by implementing a new digital filing system, resulting in a 25% increase in productivity and efficiency.
2. Developed and implemented standardized procedures for expense tracking, resulting in a 20% reduction in overall expenses.
3. Collaborated with team members to organize and execute company events, resulting in a 15% increase in employee engagement and satisfaction.
4. Manage the all maintainance of outlates

Sr. Executive**NSI Infinium Global Pvt. Ltd.****2014 - 2015**

1. Maintaining Security & Housekeeping
2. Receive vendor bills & forward it to accounts for process
3. Maintaining AMC Contracts
4. Coordinating with vendors & solve all issues
5. Arrangement for annual functions
6. Maintaining stationary stock & issuing same to staff
7. Making NDA agreements for vendors
8. Handling Petty Cash
9. Make the monthly provision for Admin Expenses.
10. Handling Vodafone CUG connections for Employees
11. Organized Events & Conferences

**Sr. Admin Executive
In Solutions Global Pvt. Ltd.**

2012 - 2014

Successfully managed day-to-day administrative tasks for a team of executives, ensuring smooth operation of office activities and timely completion of assigned tasks. Improved overall efficiency by streamlining processes and implementing effective communication channels. Increased productivity by 20%.

**Admin cum Insurance Consultants
Emerson Network Power**

2011 - 2012

1. Managed administrative tasks and provided insurance consultation services for Emerson Network Power, resulting in increased customer satisfaction by 20%.
2. Developed and implemented streamlined procedures for insurance claims processing, reducing processing time by 30%.
3. Conducted market research and analysis to identify potential leads, resulting in a 15% increase in new insurance policies sold.

**Administrator
Tata Communications**

2009 - 2011

**IT Administrator
Wipro Infotech**

2007 - 2009

1. Implemented and maintained IT infrastructure for a leading IT organization, resulting in increased efficiency and productivity. ""
2. Streamlined IT operations and reduced downtime by implementing proactive maintenance and troubleshooting strategies. ""
3. Successfully managed and resolved over 500 IT support tickets, ensuring minimal disruption to business operations. ""

Courses & Certifications

- ☐ Office Automation (Valid upto January 2002)

CURRENT CTC

Rs. 7.8 Lac/Anum

EXPECTED CTC

Rs. 9.5 Lac/Anum

