

KAPILYASHPALBHATIA

Career Objective

I aim to contribute to the organization's growth, to grow personally and professionally with an organization that is expanding, re-organizing, and pursuing horizons, and to allow my skills to help position the organization for a solid foundation and future success.

Key Skills

- Office Administration
- Vendor Management
- Event Co-ordination
- Process Co-ordination
- Customer service
- Multitasking

Professional Experience

➤ Working with **Vantage Group of Company** for the last 12 years

- Process Name: **Woncore Global Solutions Pvt Ltd.**

Duration: 1st April 2022 to Till Date

Designation: **Sr. Admin & Facility Executive**

- Process Name: **ePacific Services Pvt Ltd.**

Duration: 3rd April 2017 to 31st March 2022

Designation: **Senior Admin Executive**

- Process Name: **Vantage BPO Service.**

Duration: 1st June 2012 to 1st April 2017

Designation: **Admin Executive (Initially joined as a Telecaller)**

Job Description

- Handling the entire gamut of office administration & facility Management.
- Handling the Housekeeping team and maintaining their attendance, leaves.
- Managing essential services like cleaning, catering, parking, and security
- Handling all kinds of administrative bills viz. Electricity, Stationery, Water, Tea/Coffee supplies etc....
- Negotiating & Co-ordinating with all vendors for services, bills and ensuring timely payment disbursements.
- Checking and replenishing stationery/pantry items as and when needed.
- Ensuring facilities meet compliance standards and government regulations
- Timely checking company asset fitting & fixtures and ensuring the task is completed by the vendor.
- Ensuring employee and facility safety
- Maintaining the office decorum and reception.
- Assisting the HR Manager in interviews, joining formalities & fun activities.
- Providing maintenance reports as & when needed

DECLARATION

I hereby declare that the above-stated information is true and best of my knowledge.



CONTACT

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602, Kohinor Enclave Society,
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COMPUTER KNOWLEDGE

- MSCIT–Basic Computer Course

EDUCATION

SSC- (2005)

- Maharashtra State Board

HSC–(2007)

- Maharashtra State Board

TY BA–(2010)

- Maharashtra State Board

LANGUAGE KNOWN

- Punjabi
- Hindi
- English

PERSONAL DETAILS

- Date of Birth - 13/10/1987
- Marital Status - Married
- Nationality - Indian