Curriculum Vitae

**Lokbahadur Lohar**

**Contact:** **+91-9892292097**

**E-Mail:** **loklohar1@gmail.com**

**Objective**

To work an organization that would help me develop my skills, understand the practical application of experience and academic knowledge, gain rich exposure and serve as steppingstone for the future growth and development of the organization as well as myself.

**Professional Abridgement**

* Hands on 18 years of experience in core Administration and Facility management.
* Experienced in stabilizing Vendor Management, House Keeping & Security Management, Travel Management and Compliance Management
* Driving Safety trainings, SOP and Commercial Audit
* Proven track record of **delivering quality services** without compromising with service standards.
* Skilled in **identifying issues and risks** in a timely manner; developed/implemented appropriate mitigation and contingency plans.
* Successful in interfacing with upper-level decision makers and resolving critical problem areas.

**Academic**

**B.Com -** Kamla Mehta College of Arts and Commerce, 2005.

**HSC -** MK College of Arts and Commerce, 2002.

**SSC -** Indian Education Society, 2000.

**Personal** **Minutia**

**Date of Birth: 3rd** June 1984

**Linguistic Abilities:** English,Marathi and Hindi.

**Work Experience**

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**Senior Executive – Administration from July 2019**

I am currently working as **Senior Executive – Administration** at **ONEOTT iNTERTAINMENT Limited (Hinduja Group)**, Mumbai.

**ONEOTT Intertainment Limited** has a strong presence in Broadband and Internet services in 40 cities. Its services under the brand “ONE Broadband” provide converged services of Video, Data and Voice to consumers by delivering high-speed internet and services across multiple cities in India. With “ONE Giga fiber”, the broadband company also provides FTTH (Fiber To The Home) services for

consumers - providing speeds up to 1,000Mbps.

**Job Profile:**

* Leading and Administering **10000 sq.ft. of area with approx. 650 employees.**
* Ability to maintain and handle the smooth operation during pandemic like COVID-19 etc.
* Contributing administrative support in terms of purchase & procurement, housekeeping, assets management, concluding annual maintenance contracts,organizing meetings, logistics, event management, and liaising with external agencies & vendors.
* Vendor coordination for AMC like Repair and Maintenance, Fire extinguisher, Pest control, Stationary, Housekeeping, Security, EPBX, PRI lines, CCTV etc.
* Cost savings initiative taken on business excellence parameters like Housekeeping material and manpower, Stationary etc.
* Shouldering responsibility across maintenance of office building, infrastructure, office equipment, machinery and other assets of the organization.
* Involved in the Identifying and developing a vendor source for achieving cost effective purchases and reduction in delivery time, proactive negotiation and liaising with them to provide specifications and ascertaining adherence to policies/procedures
* Implementing effective administrative policies and successfully coordinated administrative support for the Offices
* Ensuring various facilities of the organization are as per the technical and operational standards; adroitly supervising facilities management & asset management activities.
* Deftly mapping security needs of the organization and designed/ implemented security plans & systems to prevent security violations.
* Supporting HR & Admin in day to day operation, Employee Wellness, Event Management, Cafeteria Management
* Preparing of Consolidated Facility Budget and MIS for Facilities expenditure and reconciliation with Finance.
* Good coordination with other departments HR, Finance, IT, Legal, Process Audit etc.

**Managing Departmental Costs**

* Participates in the management of the department's controllable expenses to achieve or exceed budgeted goals.
* Understands the impact of department's operations on the overall property financial goals and objectives and manages to achieve or exceed budgeted goals.

**Ensuring Exceptional Employee’s Service**

* Responds to and handles employees’ problems and complaints.
* Strives to improve service performance.
* Emphasizes employee’s satisfaction during all departmental meetings and events.



**Front Desk & Admin Executive – Clinical Diagnostic Centre, from December 2014 to July 2018**

I worked as **Front Desk & Admin Executive –** at Clinical Diagnostic Centre, Mumbai.  
**Clinical Diagnostic Centre** is in Nariman Point, Kemps Corner and Andheri East all offer 24 hour turnaround times for the reports. Experienced team combines advanced medical technology with tests and screenings to create a 360-degree custom plan.

**Job Profile:**

* Handled the direct walk-in patients and corporate clients & all the incoming and outgoing calls and redirect them.
* Resolved all the queries and complaints.
* Preparing of Consolidated Facility Budget and MIS for Facilities expenditure and reconciliation with Finance for all locations every month.
* Maintain safe and hygiene workplace by complying with rules & regulations.
* Organize and manage special corporate events and other activities
* Contributing administrative support in terms of purchase & procurement, housekeeping, assets management, concluding annual maintenance contracts, organizing meetings, logistics, event management, and liaising with external agencies & vendors

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**GRE & Store Admin Executive from August 2009 to September 2013**

Worked as GRE & Store Executive at Seven Hills Hospital, Mumbai.

**Seven Hills Hospital** are three private hospitals, operating under central management, in [Mumbai](https://en.wikipedia.org/wiki/Mumbai), Maharashtra and [Visakhapatnam](https://en.wikipedia.org/wiki/Visakhapatnam), Andhra Pradesh, India. The Vishakapatnam branch opened in 1986 and the Mumbai branch in 2010. The Mumbai hospital was the result of a [Rs](https://en.wikipedia.org/wiki/Rupee) 10 billion [public-private partnership](https://en.wikipedia.org/wiki/Public-private_partnership) between Seven Hills and [Brihanmumbai Municipal Corporation](https://en.wikipedia.org/wiki/Brihanmumbai_Municipal_Corporation) (BMC). At 17 acres (6.9 ha) and 2,000,000 sq ft (190,000 m2) of built-up space, the Mumbai hospital was designed to be the country's largest hospital in a single location.

**Job Profile:**

* Worked in OT stores, taking booking of OT surgery, arranging the requirement as per doctor’s list,billing the materials that are used in surgery.
* Preparing daily reports of the surgery.
* Coordinating with vendors for the procurement of materials.
* Responsible for making duty roster.



**Worked as Customer Care Executive from November 2005 to June 2009 at Kohinoor Hospital Pvt.Ltd, Mumbai**

Worked as Customer Care Executive at Kohinoor Hospital Pvt.Ltd, Mumbai.  
**Kohinoor Hospital** was inaugurated in December 2009, and has the unique distinction of being Asia’s first, and the world’s second, ‘LEED Platinum’ certified environmentally friendly hospital. A multi-specialty, 175-bed capacity hospital, it is fast earning recognition in Mumbai for its use of advanced medical technology and state-of-the-art facilities.

**Job Profile:**

* Handled all the queries and requests from the customer.
* Handled the new customer registration.
* Collecting the feedback forms from the customer on our services.

**Personal Details:**

* Date of Birth: 3rd June 1984
* Marital Status: Married
* Address: A6, KD Shah comp, Gaon Devi Talav, Andheri East, Mumbai-400059.

**Significant Accomplishment:**

* Got promoted as an OT store incharge at Seven Hills Hospital and given a team of 10 to handle.
* Awarded as Business Enablement Award at ONEOTT Intertainment LTD.

**Date -**

**Place - Mumbai (Lokbahadur Lohar)**