

# Moulik Parekh

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An enterprising professional and visionary leader offering multi-faceted expertise in **Administration & Office Operations Leader, Key Account Management, Client servicing, Admin and facility Management, Talent Acquisition, Delivery Management**; aiming to express potential and deliver results through **strategic leadership assignments** with an organization of high repute.

## Core Competencies

Business Operations  
Office & Facility Administration  
Vendor & Contract Management  
Key Accounts / Client management  
Team Management  
Asset & Inventory Control  
Delivery Management  
Budgeting & Cost Optimization  
Employee Travel & Hospitality  
Insurance & AMC Management

### General Administration:

Facility and Office Administration:

Vendor and Contract Management:

IT Coordination for CMD House:

Health, Safety, and Environment (HSE):

Cafeteria and Transportation Management:

## Education and Certification

Certified POSH (Prevention of Sexual Harassment at Workplace) professional

2006-2007 -TYBSC –Chemistry

## Profile Summary

**Strategic and detail-oriented Administration and Business Head with over 16 years of expertise in Office Administration, Facilities Management, Vendor Coordination, Key Account Management, Delivery and Employee Support Services.**

Certified POSH (Prevention of Sexual Harassment at Workplace) professional Experience in managing end-to-end administrative operations across diverse industries. Proven expertise in stakeholder and vendor management, facilities administration, travel logistics, insurance handling, and corporate services. Proven record of managing multi-locations operations, optimizing administrative functions, and ensuring organizational compliance. Adept at travel & logistics management, infrastructure readiness, contract negotiation, and building efficient administrative SOPs

Experience in Heading Business Operations and Profit and Loss Ownership, Talent acquisition, Delivery Management, Payroll and Project Management, employee engagement, Grievance Handling, Corporate Retention, Key Account Relationship and Team Management.

## Work Experience

**VC INmotions Pvt Ltd ( Maharashtra and Gujarat ) (Logistics, Hotel, Traders and Education)** May 2023– Till date | **Head Admin and Business Operations**  
**IRSPL, India** | Oct 2013 – JAN 2023 **Head (HR / Facility and admin services) - Business Operations and Delivery- Admin and Facility Services**  
**Stalwart Management Consulting India** | JAN '2023 – May'2023 | **General Manager of Delivery and Operations**  
**IT Source Limited** | 2011 – Sep 2013 | **Team Lead** (Pan-India operations across Mumbai, Ahmedabad, Delhi, Gurgaon, Chennai, Kolkata)

Started my Carrier in 2006 working with TeamLease Limited and worked with Global innovsource and Mindshare. Worked there from 2009 to 2011, handling Business Development for Staffing and Permanent recruitment services.

## Working Experience on

# Office management # Administrative support #Executive support # Records management #Document control # Scheduling and calendar management # Vendor management #Policy implementation # Procurement and inventory Travel coordination # Meeting coordination # Budget management # Facility operations # Maintenance scheduling # Space planning # Health and safety compliance # Building systems (HVAC, electrical, plumbing) # Emergency preparedness # Facility inspections Sustainability initiatives # Office Maintenance # Asset Management # Housekeeping # Security # Office Stationary

## Personal Details

Date of Birth: March 1985

Languages Known: Gujarati,

Hindi, English, Marathi

Address: Mumbai

## Key Responsibilities

### Head of Administration and Business at VC Inmotion Pvt Ltd from May 2023 to Current

*Leading the administrative function across all company offices, ensuring smooth operations and adherence to compliance standards. Handling Office Admin Operations and Facility management*

*General Administration: Manage office supplies inventory and procurement. Handle administrative budgets, cost control, and monthly expense reporting.*

*Plan and manage office events, celebrations, and external meetings/logistics*

*Perform all administrative function as required to ensure the smooth running of office & coordinate to all team member.*

*Building and maintaining strong relationships with internal and external stakeholders for operational effectiveness.*

*Procurement and contract negotiations for assets, office infrastructure, and AMC renewals.*

*Implemented centralized insurance management covering property, assets, employees (Group Medclaim and Accident), fire, and Directors' & Officers' liability.*

*Developed SOPs for travel management (domestic and international), expense reimbursements, and emergency travel protocols.*

*Spearheaded vendor performance reviews and restructured service level agreements (SLAs) to ensure cost-effective and quality service.*

*Supervised housekeeping teams, ensuring hygiene standards and ambience in line with brand values.*

*Managed pantry services, supply chain, and hospitality for internal teams and visiting stakeholders. Purchase & Maintaining of general consumables & Stationery for Office & Production*

*Played a key role in expanding and managing admin services across multiple business verticals*

*Directed cross-functional admin teams to deliver consistent services across branches and departments.*

*Managed comprehensive travel bookings, visa processing, forex arrangements, and travel policy compliance for senior management.*

*Negotiated and monitored annual maintenance contracts (AMCs) and third-party service providers.*

*Created systems for asset lifecycle management from purchase to disposal.*

*Ensured timely renewal of all commercial insurance policies and liaised with brokers for optimal coverage and premium negotiations.*

*Supervising daily administrative functions, front office operations, courier and logistics, and vendor coordination.*

*Managed office supplies, petty cash, and coordination with building facilities and maintenance teams.*

*Initiated processes for travel and accommodation bookings for employees and clients. Prepared monthly MIS reports for Admin spend and tracked inventory levels for consumables.*

*Event & Hospitality Coordination – Managing logistics for corporate events, workshops, and VIP visits. Manage employee transportation ensuring vehicle availability, maintenance, and driver coordination.*

*All HR activity for Mumbai and Gujarat office. Managing Recruitment vendors for internal hiring*

*Taking care of joining, induction and exit formalists' Single point of escalation for any HR and operations issues*

*Hiring and recruiting for internal team. Salary negotiation, background verification and documentation.*

## **Head of (Recruitment and Facility /Admin Management Services) Business Operations and Delivery IRS Pvt Ltd - October 2013 to January 2023**

*Spearheading the operations and delivery functions, ensuring seamless workflow and exceptional client satisfaction.*

*Handling Office Admin Operations and Facility management on Clients place.*

*Visiting Sites/ Clients locations for Admin and Office operation.*

*Preparing monthly MIS reports for Admin spend and tracked inventory levels for consumables.*

*Created systems for asset lifecycle management from purchase to disposal. Oversee day-to-day administrative operations of the office and CMD house. Manage Annual Maintenance Contracts (AMC) for all equipment and services (e.g., HVAC, electricals, IT equipment, security systems).*

*Supervise facility management services, ensuring cleanliness, maintenance, and operational efficiency.*

*Maintain and manage office infrastructure, seating arrangements, repairs, and workspace utilization.*

*Identify, negotiate, and manage vendors for housekeeping, security, maintenance, IT support, cafeteria, transportation, and other services.*

*Monitor vendor performance and ensure service-level agreements (SLAs) are met.*

*Process vendor payments and renewals in coordination with Finance and Procurement teams.*

*IT Coordination for CMD House: Act as the single point of contact for addressing IT issues at CMD house (internet, hardware, software troubleshooting).*

*Coordinate with external IT vendors for maintenance and technical support.*

*Health, Safety, and Environment (HSE): Ensure compliance with all health, safety, and environmental regulations at the office and CMD house.*

*Conduct regular audits and safety drills in coordination with the HSE team.*

*Manage fire safety equipment, emergency response protocols, and security systems.*

*Cafeteria and Transportation Management: Oversee cafeteria services ensuring hygiene, quality, and contract management.*

*Manage employee transportation ensuring vehicle availability, maintenance, and driver coordination.*

*General Administration: Manage office supplies inventory and procurement. Handle administrative budgets, cost control, and monthly expense reporting.*

*Plan and manage office events, celebrations, and external meetings/logistics.*

*Support senior management in travel, accommodation, and logistics arrangements if required.*

*Ensured timely renewal of all commercial insurance policies and liaised with brokers for optimal coverage and premium negotiations for clients*

*Budgeting & Cost Optimization – Streamlining admin expenses and maximizing ROI on vendor contracts and operations.*

*Overseeing the pre sales and post-sales client servicing process, managing pivotal key accounts, and addressing client needs with precision and efficiency.*

*Implementing strategic initiatives to enhance operational performance, streamline processes, and foster robust client engagement.*

*Collaborating with senior management to develop and execute business strategies that align with organizational goals.*

*Key Account Management for recruitment and facility –Admin management services.*

*Heading Business, and P&L Ownership*

*Lead recruitment and delivery across levels across Pan India, retained leadership searches for all sectors. Coordination with Client's offices across India for new joiner & employee related matters.*

*Team Management - Hiring, training, appraisals and performance management.*

*Revenue generation with a team of Consultants and Researchers.*

*Align with business by engaging proactively with client business leaders and their respective team members.*

*Event & Hospitality Coordination – Managing logistics for corporate events, workshops, and VIP visits.*

**General Manager of Delivery and Operations at Stalwart Management Consulting from January 2023 to May 2023.**

- *Commanded daily operations and delivery processes, aligning them with corporate objectives to ensure optimal performance.*
- *Elevated client servicing standards by implementing best practices and innovative solutions, driving operational efficiency and excellence.*
- *Managed a team of operations professionals, recruiters, ensuring high levels of motivation and productivity.*
- *Analyzed operational metrics to identify areas for improvement and implemented corrective actions to enhance service delivery.*
- *Fostered strong relationships with clients, ensuring their needs were met and exceeded.*

**Worked with IT Source Technologies Ltd as Team Leader (HR and Admin Operations) from 2011-To 2013.**

*Managing entire key accounts, end to end from resourcing, operations, admin, collections.  
Managing a team of 17 and Indirect reportees of 20 (Operation executive and HR executives)  
Resourcing / Vendor Management  
Single Point of contact for clients (Wipro, hp, Tikona digital)  
Handling Attendances, Billing and Invoicing, Payroll of 7000 associates.  
Employee Engagement Grievance handling  
Project implementation and management  
Taking care of joining, induction and exit formalists' Single point of escalation for any HR and operations issues All HR activity on Site  
Overrising and coordinating all IT related Issue faced by clients  
Managed pantry services, supply chain, and hospitality for internal teams and visiting stakeholders.  
Designed and launched an on-site canteen to serve over 200 employees  
Managing Vendor for Canteen  
Oversaw and coordinated general administration, procurement, security, travel, and logistics functions across PAN India operations  
Supervised housekeeping teams, ensuring hygiene standards and ambience in line with brand values  
Budgeting & Cost Optimization – Streamlining admin expenses and maximizing ROI on vendor contracts and operations.  
Compliance & Safety – Ensuring compliance with fire safety norms, statutory licenses, and audit readiness.  
Event & Hospitality Coordination – Managing logistics for corporate events, workshops, and client visits.  
Played a key role in expanding and managing admin services across multiple business verticals*

*Projects - Project -1 Client-Tikona Digital Network-Vashi-Customer support*

- *Project -2 Client- Wipro-NCP Role out Project*
- *Project -3 Client – Wipro Boat Project*
- Project -4 Client-Wipro-Service Desk*