

RANJEETA RAHA

Manager-Administration & Human Resource

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Possess a rich background spanning in various roles related to Administrative Support, Facility Management & Procurement. Demonstrating a commitment to excel in diverse environments. Seeking opportunities in a dynamic environment to utilize **General Administration and Corporate Facility Management** to drive operational excellence and strategic growth.



PROFILE SUMMARY

- **Accomplished Administration & HR Leader** with over **21 years of expertise** in **corporate administration, vendor management, procurement, employee engagement, and travel management**, ensuring seamless business operations across diverse industries.
- **Corporate Facility & Office Administration Expert**, adept at **workplace operations, lease management, office relocations, and space planning**, ensuring smooth transitions and optimized resource allocation.
- **Vendor & Procurement Strategist**, skilled in **contract negotiation, cost optimization, and sourcing strategies** to enhance operational efficiency while ensuring compliance with procurement policies.
- Adept at managing **end-to-end procurement cycles**, from vendor evaluation to purchase order issuance.
- **Human Resources & Employee Engagement Specialist**, experienced in **HR operations, onboarding, compliance, and employee experience initiatives** to foster a productive and engaging workplace.
- **Strategic Planning & Budgeting Professional**, proficient in **financial planning, cost control, and budgeting strategies**, ensuring optimal allocation of resources while maintaining compliance with statutory requirements.
- **Project & Event Management Leader**, with extensive experience in **organizing corporate events, conferences, and workshops**, as well as **managing office renovations and infrastructure upgrades** to align with business strategies.
- **Government Liaison & Compliance Expert**, well-versed in navigating **statutory regulations, corporate compliance, and legal approvals**, ensuring seamless coordination with regulatory authorities and internal stakeholders.
- **Dynamic Communicator & Leadership Advisor**, known for collaborating closely with **executive leadership teams** to align administrative strategies with business goals.
- Experienced in providing **business-related support beyond administration**, contributing to organizational efficiency and decision-making.



WORK EXPERIENCE

Midrex Technologies India Private Limited, Gurgaon | November 2020 – September 2024

Key Responsibilities:

- **Led corporate administration, HR operations, & corporate facility management** for the India office, ensuring seamless workplace efficiency and compliance.
- **Managed office infrastructure projects**, including **renovation, space planning, and event coordination**, to enhance operational effectiveness and workplace aesthetics.
- **Oversaw vendor management, procurement negotiations, and asset management**, optimizing resource allocation and cost efficiency.
- **Implemented and maintained ISO compliance documentation** for administrative and HR functions, ensuring regulatory adherence.
- **Played a key role in SAP implementation and digital transformation**, streamlining administrative processes and enhancing system integration.
- **Designed & executed comprehensive employee engagement initiatives**, increasing participation & fostering inclusive/collaborative workplace culture.



CORE COMPETENCIES

Corporate Facilities Management & Operations

General Administration & Office Management

Vendor Management & Procurement

Strategic Planning & Budgeting

Employee Engagement & HR Operations

Event Planning & Coordination

Government Liaison & Statutory Compliance

Cost Control & Optimization

Travel & Immigration Management

Stakeholder & Relationship Management



CERTIFICATIONS

- Administrative -Human Resources
- Be the Manager People Won't Leave
- Human Resources-Compensation and Benefits
- Human Resources- Creating an Employee Handbook
- Interviewing Techniques
- Introduction to the SHRM-CP Certification Exam
- The Key to Good Communication- Your Audience
- A Design Thinking Approach to Putting the Customer First
- HR General Practices
- Success Negotiations, Recruiting / Talent Acquisition
- Supporting Workers with Disabilities
- The Secrets to Success at Work

- **Optimized vendor management processes**, significantly reducing procurement cycle time and improving operational efficiency.
- **Led corporate social responsibility (CSR) initiatives**, aligning organizational efforts with sustainability and community engagement goals.

Key Achievements:

- **Achieved a significant cost savings** through strategic budget planning and process optimization.
- **Successfully organized and executed high-impact corporate events**, strengthening internal collaboration and employee morale.
- **Consistently exceeded organizational targets**, driving operational excellence in administration and HR functions.
- **Streamlined end-to-end travel management**, ensuring efficient logistical support for employees and executives.
- **Enhanced compliance and governance frameworks**, ensuring adherence to industry best practices and internal policies.
- **Drove strategic initiatives that resulted in measurable cost reductions, increased employee engagement, and improved vendor satisfaction**, reinforcing a culture of operational excellence and efficiency.

The Taplow Group, Gurgaon | Office Manager | Jun 2016 – Oct 2020

- **Led office operations** to ensure seamless and efficient functioning through strategic coordination, planning, and execution of administrative processes.
- **Oversaw administration and HR functions**, managing inter-office coordination, client and staff meetings, and facilitating smooth communication between departments.
- **Managed end-to-end event coordination**, including meetings, conferences, offsite events, global conferences, and workshops.
- **Handled vendor management and procurement**, including vendor sourcing, evaluation, negotiations, invoice processing, and purchase order approvals.
- **Managed sales invoicing**, ensuring timely and accurate processing of transactions.
- **Oversaw HR administration**, including employee record-keeping, leave management, onboarding and offboarding processes, and execution of employee engagement activities.
- **Monitored and optimized operational costs** for office activities and multi-location facilities, ensuring cost-effective resource utilization.
- **Supervised daily office operations and maintenance**, ensuring a well-organized, hygienic, and fully functional workspace, including office supplies and cafeteria management.
- **Regularly reviewed stock levels and controlled the office supplies budget**, maintaining optimal inventory levels.
- **Accountable for the maintenance of office equipment and fixed assets**, ensuring warranties and service agreements were up to date.
- **Managed financial transactions**, including vendor payments and expense approvals.
- **Handled office stationery procurement and printing requirements** to support business functions.
- **Led IT support and asset management**, ensuring seamless technological infrastructure and asset tracking.
- **Maintained critical records**, including lease agreements, vendor contracts, asset logs, and headcount tracking.
- **Effectively responded to emergencies and urgent operational issues**, ensuring swift resolution with minimal disruption.
- **Liaised with government bodies to obtain necessary sanctions and approvals**, ensuring regulatory compliance.

Shiroki Technico India Private Limited, Gurgaon | Executive Admin Assistant & Human Resource | Mar 2015 – Oct 2015

- Provided **comprehensive administrative and HR support**, facilitating smooth day-to-day operations.
- Managed **employee records, onboarding, and offboarding processes**, ensuring compliance with company policies.
- Assisted in **procurement, vendor coordination, and office management**, optimizing operational efficiency.
- Coordinated internal and external communications, scheduling meetings, and managing travel logistics.

DDMS (100% Subsidiary of HCL Infosystems), Noida | Executive Assistant to Business Head | Nov 2011 – Jan 2014

- Provided **high-level executive support** to the Business Head, managing schedules, communications, and strategic initiatives.
- Coordinated **business operations, vendor interactions, and administrative functions** to enhance organizational productivity.
- Managed **confidential documentation, reports, and stakeholder communications**, ensuring seamless information flow.

Intec Group of Companies, Delhi | Executive Assistant to MD | Jan 2007 – Oct 2011

- Assisted the **Managing Director with strategic planning, scheduling, and executive communications**.
- Managed **administrative tasks, correspondence, and meeting coordination**, optimizing executive workflow.
- Oversaw **travel logistics, procurement, and office administration**, ensuring seamless business operations.

Taragarh Palace Hotel (A Welcome Heritage Property), Delhi | Executive Assistant to MD | Jan 2001 – Dec 2000

- Provided **executive-level support** to the Managing Director, handling administrative coordination and executive communications.
- Managed **hospitality services, guest relations, and event coordination**, enhancing customer satisfaction.
- Supervised **office operations, vendor negotiations, and procurement**, maintaining operational efficiency.

PERSONAL DETAILS

Language Known : English and Hindi