



Current Address: A-2202, Aditya Height, near Mumbai Central station West, Mumbai 400034

Email: dpk1007@gmail.com Mob: +919892277224

D.O.B. 10th July 1966

DEEPAK RATHOD

SUMMARY OF SKILLS:

- Intimate knowledge of general administration through education, and experience
- Creative problem-solver, who can see big picture while never losing sight of details that deliver results.
- Enthusiastic self-starter who can boost productivity, efficiency, cut costs, and ensures accuracy.
- Goal-driven achiever with strong organizational skills, detail orientation.
- Good negotiation skills
- Good at handling vendor relationships
- Proven organization skills
- Good communications skills and understanding of commercial issues
- High energy level, motivational and ability to work as a team player
- Proficiency with computers

(Since September 2015 - Presently)

Working at NPCI National Payments Corporation of India



As Lead Corporate General Administration

Responsible for Office Amenities & Infrastructure management

Space Management, Infrastructure & maintenance

Assets Purchasing & Disposal of assets & equipment
Maintenance of furniture & fixtures electrical equipment like Air Conditioners & its AMC
Inspection of cubicles & timely repairs of furniture
Coordination with Architects for the interior work undertaken
Assisting the IT team for any internal shifting of resources

Facilities & Housekeeping & other Admin activities:

Ensuring effective cleanliness in the office premises

Procuring & maintaining housekeeping materials.

Solving any issues related to housekeeping & other resources

Overseeing house-keeping staff to ensure the premise is kept clean

Cafeteria, Pantry, F&B

Inventory management of Cafeteria

Verify and co-ordinate with accounts for the payments of the vendor

Travel & Hotel Bookings

Air Tickets

Visa assistance, Forex

Car Bookings

Hotel Reservations

Hotel / travel Bills

Conferences / meetings

**Ensure planning and execution of all preparation required for Conferences / meetings of
The client as well as VIP visits**

Employee Health Care & Wellness

**Employee care and wellness encompasses various initiatives to support employees'
physical, mental, and emotional well-being**

Employee Insurance Benefits

Employees' Group medical cover & health insurance support

Term life insurance support

Family medical insurance support

Liaisoning

**Liaise with Govt. depts. Like Municipal corporation, Metrology department, electricity,
telephone, R.T.O. for various requisites of company**

Coordinate with government authorities and institutions

Statutory & Legal compliances

**Labor Laws, EPF (employee's provident fund), ESIC, contract labor, minimum
wage, bonus, gratuity**

WCA (workmen's compensation) etc.

Vendor management

AMCs

Handle the entire sourcing process right from vendor identification to finalizing the P.O.

Procurement of stationery and accessories

Coordination with vendors for all commercial aspects

Coordination with technical staff on purchases and repair of office computers

Accounts support

Support the accounts department in various activities

Timely invoice verification

Timely payment of utility & other bills

Checking expense vouchers of all employees, and process them for payment

Coordinating with banks to comply with various formalities

**Keeping a track of all the pending payments and chase up payment actions with
accounts department.**

Purchase orders

MIS & Reports

Inventory & Stocks

Inventory control and manage

Guest house & Property Management

Upkeep & maintenance

Guest allotments

- Asset management**
- Look after properties**
- Rent agreements, expiries, renewals etc**
- Interact with Tenant, estate agents etc.**

Logistics, Dispatch & Courier Supervision

- Supervision of transportation**
- Daily dispatches**
- Inward- Outward Couriers**
- Maintenance of electrical equipment like Air Conditioners & its AMC**
- Inspection of cubicles & timely repairs of furniture**
- Coordination with Architects for the interior work undertaken**
- Supervision of housekeeping activities**
- Assisting the IT team for any internal shifting of resources**

Access control System

- Using Computer software system for every employees' Entry/Exit.**
- Generating daily/monthly data for attendance**
- Maintaining leave records of employees**
- Monitoring staff movement register**

Leave Records

- Maintaining leave records of all employees of all branches across India**
- Maintaining muster, Late working calculations**
- Leave forms, outdoor duty forms, travel expenditure forms**
- Implementing HR & other discipline policies**
- F&F settlement of Field Staff**
- Overtime & Incentive calculations**

Miscellaneous

- Providing support to other departments**
- In collaboration with HR, organizing group parties / picnic for employees**
- Follow up with required government offices for various official requirements**
- Maintaining MIS & other reports for all kind of stock in the company**
- Maintaining database of employee contact details**
- Coordination with telecom service providers for various facilities & complaints**
- Preparations of Purchase orders for various purchase made admin**
- Co-ordinate with vendors for purchases of office stationary**
- Managing inventory of office stationery**
- Negotiation with Estate Agents for residential properties.**

Safety & security

- Periodic checking of Fire Fighting & Security equipment**
- Monitoring security staff services**
- First aid facility & training**

Technical responsibilities

- HVAC, Air-conditioning, plumbing, carpentry, Electricity supply, Telecom console & hardware, CCTV cameras, DG Set, Firefighting system**

(Oct 2012- Sep 2014)



Working at BAJAJ ELECTRICALS LTD.

As Dy. Manager Administration at Chairman & JMD's office

PROFILE:

Managing state of art Lab of company with various electrical equipments. Ensure zero down time. Timely Maintenance and backup undertaking. Check & update infrastructure as per industry standards time to time.

Monitor employee discipline, transport, canteen and housekeeping arrangements. Maintain and develop good contacts. To take care of Personnel Department, overall monitoring of employee discipline, attendance and wage work administration, statutory compliance.

Interpretation of policies and procedures, documentation service, transport services, training, coordination, security services, manpower planning, accommodation, medical services. Leading the Regional Administration team. Overseeing procurement for the region, vendor management and cost control.

Liaising with business heads and networking to obtain feedback and understanding administration needs of different business units. To provide administrative support to a range of internal services. Ensuring maintenance of estates, vehicles, and equipment for a safe and efficient working environment for our staff and customers.

Liaising with local police, municipality and government authorities and ensuring legal compliance.

Ensuring safety, health and security standards are maintained at all locations in the region.

Establishing and sustaining Admin Service Standards in turnaround Time.

Conducting surprise visits to branches, soliciting informal and formal feedback from staff on admin service standards.

Regular reporting of administration related MIS to the office.

(Oct 2008- Oct 2012)

P E R C E P T HAKUHODO P. LIMITED (MNC)



MANAGER ADMINISTRATION at company's H.O., MUMBAI

JOB RESPONSIBILITIES:

Responsible for administration of Mumbai, Delhi, Bangalore & Pune Branches of company. Appointing new vendors-suppliers, negotiating the term of agreements and closing the deal with.

Look after other properties, rent agreements, expiries, renewals etc.

Maintain and develop relationships with branches via meetings, telephone calls and e-mails.

Gathering branch and employee information.

Handling wide range of office equipment.

Maintaining employees' attendance records by access control system.
Renewal of Municipal licenses etc
Planning Co-ordination and Scheduling of preventive maintenance of all equipment and Machineries.
Annual maintenance contract.
Testing and co-ordination of all safety relays.
Operation and maintenance of building automation system, Fire Fighting system.
Vendor management. Vehicles Repairs and Maintenance
Control of material movement, issue of gate passes, briefing to security Inspector, Supervisor, guards,
Manpower Management.
Technical Correspondence, Inventory management.
Traveling to the branches across India.
I had been managing all admin formalities of foreign delegation, frequently visited India.

Past Experience (Sep 2005-Oct 2008)

A C P Limited a subsidiary of JINDAL STAINLESS LIMITED
Asst.MANAGER ADMINISTRATION



JOB PROFILE in brief

Handling overall administrative & personnel function of R & D centre.
Handling and counseling various commercial aspects.
Maintaining expenses and cash flow.
General Accounting, Budgeting,
MIS, Day to day accounts
Documentation
Strategies and Policy implementation
Contracts' matter, Risk management
Purchase, maintenance and repairs of office equipment and assets.
Logistics and mobilizations.
Contracts & Maintenance of Electrical, water supply, a.c., stationary, communications equipment, travel bookings, dispatches etc.
Co ordination between various Departments and branches, executing the work from juniors' team.
Handling and guiding team in their work.
Develop expertise and promoting team work
Drafting and correspondence, distribution updates
Managing stocks and inventory.
Organizing proposals.
Undertake and close negotiations with suppliers & vendors.
Keeping records.
Preparing various reports from computer system.
Finance matters, funding request
Traveling across the branches etc.
Employee motivational activities, developing innovative concepts and customizing activities.
Arrangement of promotional material during the program.

QUALIFICATIONS:

Graduation

B.COM.

Degree from Mumbai University

Post-Graduation in Management

K. C. College, Mumbai

COMPUTER PROFICIENCY

- **MSOffice.**
- **ERP (Enterprise Management system)**
- **Operating systems**
- **Application software**
- **Survey & Analysis tools**

REMARKABLE ACHIEVEMENTS:

- **RBNQ award from Indian Merchants Chamber**
- **Certificate from BUREAU VERITAS for training course**
- **LIFE SAVER certificate for fire Safety training**
- **Member Khambhat social group**
- **Certificate in Proven Techniques for Technical Communication**

LANGUAGES KNOWN

Proficiency in English, Marathi, Hindi, & Gujarati