

## **Manager Administration / FMS**

Good administration should involve cost cutting, planning, organizing, directing, motivating, controlling and decision-making. Always Loyal & honest approach towards success of the company. Proven experience in developing ideas and implementing change and new initiatives. Excellent organizational skills with the ability to deliver set deadlines. Ability in multitasking and prioritizing workload. Flexible to handle anything that comes my way.

Current Company

**PRAMA HIKVISION INDIA PVT LTD**



Prama Hikvision is joint venture Company in India. Hikvision Company has headquarter in China, has more than 34,000 employees, over 16,000 of which are R&D engineers.

COMPANY	:	PRAMA HIKVISION INDIA PVT LTD (NO.1 - CCTV MANUFACTURER)
DESIGNATION	:	MANAGER-ADMINISTRATION / FMS
DURATION	:	APRIL-2013 TO TILL DATE

### **Work Profile:**

#### **General Administration**

- ✓ **Facilities Management** – of Utilities like Housekeeping, Cafeteria, Security, Contract Staff, Office equipment's and General administration etc. on 20,000 sq. ft area for staff strength of 300 employees at corporate office and 1700 employees pan India.
- ✓ **Event Management** – Major Festival & Birthday Celebrations, Organizing off site & onsite Conferences, Product Launches, Dealer Meets, Training, Demonstration & Exhibitions etc.
- ✓ **Security, Fire & PA System** – Monitoring and Managing state of the art security and FAS system like CCTV, Sprinklers, Smoke detection, Fire Extinguishers besides; deployment of outsourced security staff for managing the internal security.  
Developed Committee of Floor Wardens and Emergency Response Teams for emergency Evacuation process and ensured that all employees undergo the training on "Basic Life Support & First Aid Skills" and "Fire Protection & Emergency Preparedness"  
Managing PA system for day to day necessary announcement.
- ✓ **Server Management 24 Hrs, HVAC** – Handled Server room infrastructure with support of 24x7 (Temperature Monitoring, Fault Catching, FAS Indication etc) Manage HVAC cooling temperature as per environment, monitor usage monthly. Use effective ways of cost control.
- ✓ **Manage Procurement** - Monitored and managed the renewal of all AMC Agreements in time without any lapses. Also, negotiated SLA's and rates which helped us in saving cost for the year. Developed better vendor base for procurements related to admin.
- ✓ **Team Management**- Work allocation, Monitoring and coordinating the day-to-day administrative activities & handle 15 members staff of reception, executives, office assistant, technician, housekeeping, security.

- ✓ **Workspace Management** – Assigning desk to every employee to maintain departmental confidentiality with proper layout plotting. Also shuffling of place at every wave of covid-19 to maintain govt. guidelines to maintain social distancing.
- ✓ **Keys Management** – Managing Head Office opening & closing, keys of each and every desk drawer/cabin/door.
- ✓ **Telecommunication** – Managing Service/Issuance/payment of PAN India connections. Over 1500 voice connections, 30 Leaseline, 15 PRI Lines.
- ✓ **Assets management** - Issuance/Maintenance/ Records of PAN India movable assets i.e Laptop, Mobile, Data Card, Digital Camera, Scanner, Printer etc Periodically inventory dispose off of unwanted Assets and purchase new assets as per the requirement Establish Asset Management and Inventory Control systems to increase efficiency.
- ✓ **Front Desk / Visitors / Meeting Room / Training Room** – Managing Front Desk, meeting rooms, training room for visitors and employees with proper SOP policies. Implemented Meeting room scheduler system.
- ✓ **Parking Management** – Provide Parking Passes & Entry for Staff, VIP Client, General Client & Top Management, Also run lottery system every month to allot parking to selected employees.
- ✓ **Property Management** – Coordination with Oberoi PMS Team for day to day support, one point of contact for all entry and exit permission to enter company, comply with all guidelines as per building management & government policy.
- ✓ **Audit / Inspection** – Inspecting HVAC Reports, FAS Testing Report, Electrical Audit, Form B -Fire & Safety Equipment & Submit it to PMS Team & Fire Station.
- ✓ **Liaison** – Responsible for providing liaison with government & non govt-agencies i.e. Tata Power, BMC, Fire Station, Police Station, Property Management.
- ✓ **SOP Implementation** – Created complete SOPs (Standard Operating Procedures) for the Administration Department covering all PAN India branches, to ensure uniformity and smooth functioning across locations.
- ✓ **Report** – MIS Admin, MIS on health related to covid-19, Stock, Assets, budget, telecom, AMC & Maintenance, weekly petty cash, other as and when required by top management.
- ✓ **General** – Vigilance (Covid-19), Maintain Office discipline, Coordination with Local Police station for employees traveling pass during lockdown, Food Arrangements, Pest Control, Courier, Stock & Inventory, Resource planning & allocation, Petty Cash, Printing & Stationary, Electricity usage monitoring & control.
- ✓ **Value added services** - To make life easy & comfortable for employees Tied up with various local vendors, travel agencies and restaurants in and around the office for corporate discounts.

### **Achievements**

- ✓ Implemented automated user friendly structures using mail merge, formulation, macro for different needs of documentation/records related to administration, facility, stock, telecom etc which resulted in less error & reduced man power.
- ✓ Got PAN India CUG deal for the company in 2015. Reduced existing rates without changing the vendor.
- ✓ Got local CUG free deal for company in 2017, increase plan facility & reduce cost of plan by negotiating with all telecom providers.

- ✓ Port out PAN India connections to reduce cost of company & to get better network coverage as per their needs.
- ✓ Successfully arranged signal booster for whole factory area to develop network coverage of Vodafone in 2018 & assured that it doesn't harm with radiations.
- ✓ Arrangement of Factory Inauguration in 2019, which includes guest hospitality of Shri Dr V.K. Saraswat.
- ✓ Implemented Parking lottery monthly draw system in 2020, SOP guidelines, policy for give parking to all HO Staff due to limited parking availability and that made process fair and transparent for everyone.
- ✓ Managed celebrity promotional event at head office with Mr. Sunil Shetty, Mr. Rahul Vaidya in 2021.
- ✓ Successfully Implemented Meeting room scheduler system, created SOP & circulated for all staff in 2022.
- ✓ Successfully organized CSR Activity of company related to vaccination of 1000+ staff (Mumbai Offices & Factory) for both covid-19 preventive dose at head office in 2021.
- ✓ Managed guest hospitality of motivational speaker/ spiritual leader Shri Gyanvatsal Swami in 2022.
- ✓ Arrangement of entry exit & hospitality of top management's family members at head office with proper SOP to be adhere by admin dept. & general staff.

## **PRAMA HIKVISION INDIA PVT LTD**

COMPANY : PRAMA HIKVISION INDIA PVT LTD (NO.1 - CCTV MANUFACTURER)  
 DESIGNATION : SR. EXECUTIVE-ADMINISTRATION  
 DURATION : APRIL-2013 TO OCT-2019

### **Work Profile:**

#### **General Administration**

- ✓ Managing office keys, responsible for opening of head office.
- ✓ Handling Infra setup & maintenance, AMC Contract, Assets, procurement etc.
- ✓ Placing order for Furniture & chairs as per final layout using existing furniture PAN India.
- ✓ Sharing office layout plan & list of works to be done at new office branches.
- ✓ Bill Processing – Verifying, obtaining approval and further coordinating with accounts for payment release.

#### **Procurement & Vendor Management**

- ✓ Responsible to provide the best quotations for procurement of office equipment at new office.
- ✓ Purchase of fixed asset like electronic appliances, consumer durable items, infrastructural things etc.
- ✓ Procurement and distribution of Shirt, T-Shirt, Access Card, ID card, Mobile, Laptop, Data Card, Pen Drive, visiting cards etc to employees.
- ✓ Arrangement of gifts Item with Company Branding for Distributors, Dealers, Vendors, Employees.

- ✓ Developing long-term partnerships with suppliers; managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.

- ✓ **Facility Management**

- ✓ Establish and maintain communication facility in the company like landline phones, EPABX, lease line, mobile facility, telecom etc.
- ✓ In charge of printing brochures, catalogues, marketing material, visiting cards.
- ✓ Manage, support & arrange training PAN India with coordination of Branch Staff.

**Event Management**

- ✓ Organizing & attending Exhibition, Events & Road Show in Indian Cities like Delhi, Chennai, Indore, Noida, Mumbai and Hyderabad.
- ✓ Conducts conferences & training programs in Mumbai region on monthly basis.
- ✓ Coordination with the vendors / hotel staff for providing required infrastructure and other facilities during the events.

**Back office work**

- ✓ Assets issuance to employee & provide monthly report to management.
- ✓ In charge of Access Control System, Generate Report from Matrix Comsec Software etc.
- ✓ SAP Vendor Master, Purchase Order, Goods Receipt, Goods Issue, Stock Transfer, Inventory Management of Demo Products.
- ✓ In charge of Petty Cash, preparing weekly expense vouchers & submission of report to accounts.
- ✓ Established relationships with travel agencies and negotiated competitive corporate packages to reduce overall travel cost.
- ✓ Handled travel desk responsibilities, including flight and hotel bookings for employees, vendor coordination, visa assistance, and arranging local travel for staff and guests.

**Reports**

- ✓ Preparing MIS /MMR reports, Utility Bills, Budget, Calendar, Chart etc.

**PROFESSIONAL EXPERIENCE:**



**COMPANY :** HAREN TEXTILES PVT LTD (FABRIC-APPAREL & NON-APPAREL)

A fully integrated Textile Mill, family owned, since 1964.

The entire fabric from the Yarn to the Finished Dyed and Coated fabric is made fully in-house, using West German Warp Knitting Technologies & Japanese Weaving [WaterJet] Technologies. Customers looking for up-market specialty textiles consistently choose Haren Textiles over many other brands.

**DESIGNATION : BACK OFFICE EXECUTIVE**  
**DURATION : MARCH-2008 TO APRIL-2013.**

**Work Profile:**

- ✓ Confidential matters (working contract, salaries, RTGS Payments, ESIC Online Payment, Online Bank Payment Transfer, etc).
- ✓ Making layout, design, wording material for advertisement, logos, signage, visiting card, letter head, image editing etc.
- ✓ Purchase Order, Stock Item Control, Prepare Proforma Invoice, Sales Invoice.
- ✓ Prepare Monthly Report in from different software's & Excel using Pivot table, Lookup Etc.
- ✓ Letter Drafting, ESIC, PF, VAT Online Payment.
- ✓ Providing Hardware/Software Support, Networking, and Installation of Software/ Operating Systems.

**EDUCATIONAL QUALIFICATION:**

Course	University	Year
BCA	L. N. College, Mumbai	2015
HSC	G. H. High School, Mumbai	2009
SSC	G. H. High School, Mumbai	2007

**INFORMATION TECHNOLOGY SKILLS:**

- ✓ LinkedIn Skill badge Microsoft Powerpoint – Top 5% who took assessment.
- ✓ LinkedIn Skill badge Microsoft Word – Top 5% who took assessment.
- ✓ LinkedIn Skill badge Microsoft Outlook – Top 15% who took assessment.
- ✓ LinkedIn Skill badge Microsoft Excel – Top 30% who took assessment.
- ✓ Advanced Assessment from typing.com with 60 WPM speed.
- ✓ Google G Suit (Slides, Spreadsheet, Forms, Word etc)

**PROFESSIONAL / TRAINING / CERTIFICATION:**

- ✓ First Aid Training in the Workplace – thefaith.co.in
- ✓ Fire & Safety in Building – ITCILO, Defensive Driving etc.
- ✓ Microsoft Office Linkedin Certification of Formulas & Functions, Macro & VBA, Pivot, Graph, Power Query, Data Simulations & Solver, Integration with other tools, outlook, Presentation, power BI, Work with Calanders, Task List etc
- ✓ Preparation of software on Billing & Invoicing System project given by University at L N College of Management & Technology, Mumbai in 2013-14.
- ✓ 2 months Training of SAP MM Module at Prama Hikvision India Pvt Ltd in 2017-18.
- ✓ Fundamental of Digital Marketing – Google

Looking forward with much pleasure for your future response hoping will get a chance to serve for your Organization.

**PLACE : Mumbai**

**(Mitesh S. Paida)**