



Zaid Ahmad

Assistant Manager
Administration

PROFILE SUMMARY

Versatile Administration Manager who applies exceptional organizational skills while overseeing both smaller and larger administrative teams. Focused on ensuring efficient office & Branch operations through effective management methods.

Handling 48 business Offices/Properties including one State office.

Administated 1000+ Manpower & more then 10 lakh sqft area.

Responsible for daily activities such as Housekeeping, Biometrics, Security, Electric Repair & Maintenance work.

Handling Inventory, stocks, Stationary & Document Controlling.

Looking after space Management, AMC, Office Shifting, Relocations & Renovation Work.

Worked with multiple sectors such as finance, Energy Production, Infrastructure, E-Commerce & IT Sectors.

EDUCATION

2014

B.B.A/ B.M.S

Jaipur National University, Jaipur

WORK EXPERIENCE

Dec 2022 -
Present

Assistant Manager Administration

Satya MicroCapital Ltd

- Developed and implemented administrative policies, procedures, and processes. - Managed and supervised administrative teams, providing guidance and support. - Coordinated with senior management to implement strategic plans and initiatives. - Ensured compliance with regulatory requirements and company policies. - Managed lease administration & Document Control. - Coordinated with internal and external parties to obtain documentation. - Supervised and guided team members, providing coaching, feedback, and development opportunities.

PERSONAL INFORMATION

✉ Email
zzaidahmad@gmail.com

☎ Mobile
(+91) 7428294997

📅 Total work experience
15 Years 0 Month

🌐 Social
Link
<https://in.linkedin.com/in/zaid-ahmad-480ba812a>

KEY SKILLS

Site Administration

Facility Management

Vendor Management

Security Management

General Administration

Repair And Maintenance

Liaison

Infrastructure Setup

Inventory

Time Office

Procurement

Labour Welfare

Transport Management

OTHER PERSONAL DETAILS

City Ranchi

Country INDIA

LANGUAGES

- English
- Hindi
- English

Jul 2021 - Dec 2022

Assistant Manager Facility

BYJU'S

- Handling entire Jharkhand - Branches, & State Office Premises admin-related activities and solving issues
- Capex, Opex, Project, and AMC-related PO's.
- Managing catering, parking, security, cleaning, and maintenance
- AMC of AC, DG, UPS etc

Instructions/Team Meeting with team members on the best practices to maintain the property. Creating and maintaining budgets for maintenance, repairs, and contracts. Supporting a company's strategic objectives by driving Take Cost Out (TCO) initiatives. Overseeing communication and security frameworks within the facility. Maintaining records the facility, including maintenance bills and payment information. Managing a team of Technicians/Engineers, executives & supervisors. Maintaining Electrical Systems, DG, Transformers, etc. Maintain, HVAC, Fire Alarm, Access Control, plumbing, etc. Coordination with Projects & BTC Team

Dec 2018 - Jul 2021

Asst Manager Administration

Satin Creditcare Network

Responsible for all administrative work such as Infrastructure & Liaison, Procurement, Assets, Stationery & Stock, Courier, Hotel & Travel Management etc.

Jul 2018 - Dec 2018

Administration Executive

GOZEFO

Handling Entire Corporate Office, Call Center, Showroom & Warehouse Which Includes Security, Housekeeping, Pantry, Cafeteria, Parking & Liaising etc.

Jan 2015 - Jul 2018

Administration Executive

Ola Cabs

Office Administration, Liasoning, Inventory & Infra Setups etc.

Aug 2013 - Dec 2014

Administration Executive

Insul India

- Provided administrative support to site management teams, including preparing reports, managing documents, and coordinating meetings.
- Managed site records, including personnel files, site reports, and safety records.
- Coordinated with site teams to ensure compliance with company policies and regulations.
- Assisted with site inductions, training, and safety briefings.

Apr 2012 - Jul
2013

Administration Executive

V D Swami And Company Pvt Ltd

Arranging Labour Contractor for different projects Pan India/ Contacts with labour contractor for mobilization activities for construction industry. Arranging labour for successful completion of project on or before schedule time. Maintaining good Labour management and deployment skill. Labour planning with project In charge for distribution of labour as per different project site requirements. Handling Multiple Contractors and Contract labours at different project sites and Good negotiation skills. Liaison with the project management team on matters related to workers issue and highlighting critical issue to the upper management regarding the issue to resolving the matter on immediate basic Controlling/attending & solve the Labour problem/Issues

Jun 2011 - Mar
2012

Administrative Officer

OPERATIONAL ENERGY GROUP INDIA PVT.LTD

1. Manpower Planning & Budgeting 2. Talent Management & Development 3. Employee Engagement 4. Employee Relations & Statutory Compliances 5. Employee Life Cycle Management & Performance Management System 6. Organisation Learning & Development and Change management 7. HR Operations and Plant Administration 8. Contract labour management 9. Corporate Social Responsibility 10. General Administration including management of Housekeeping, Canteen, Pest Control, Transportation, Guest House, etc.

COURSES & CERTIFICATIONS

○ Data Privacy