

Enrich Resume

A dedicated professional with proficiency in mastering General Administration situations, highly knowledgeable in a wide variety of professional disciplines; targeting senior level assignments in General Administration with an organization of high repute preferably Overseas



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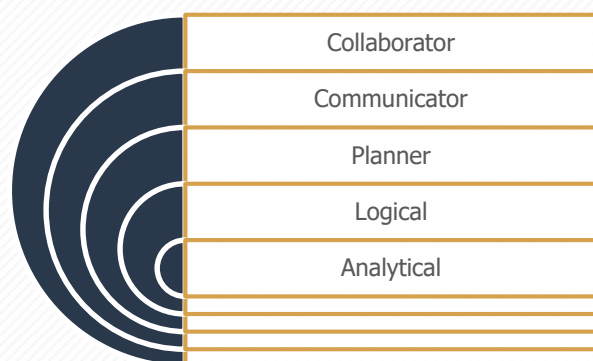
Profile Summary

- ❖ **Persuasive & influential Administrative & Facility Professional, with 13 years of experience** in running successful method-oriented administrative & facility operations and taking initiatives for business excellence through process improvement and strong business ethics
- ❖ **Exhibited leadership in formulating/implementing strategies in streamlining operations** & large infrastructure, facilities and administration management; restructured the Purchase Procedure and **saved on purchases by 15%** as compared to previous quarter; supervised vendor contracts and renewal of same
- ❖ Independently **led the new office project of establishing the new office covering an area of 4200 sq. ft. from scratch** at **Enrich Resume and ensured completion of the project in stipulated time**
- ❖ Insightful knowledge of **Asset Servicing Industry derivatives** area with forward contracts, and imparted training to the executives about the service provided in forwards
- ❖ Successfully implemented the **Kaizen Waive Idea** within 5 months to the process and saved more than 1 hour of processing time per individual and initiated the concept of Central Store which helped management to monitor minute details of company property
- ❖ **Comprehensive knowledge** in managing **general administration functions** such as facility, customer service operations, property / environment / Employee Health & Safety, Security, Canteen Management, Housekeeping, Guest Relations, Repairs & Maintenance, Transportation, Statutory Compliance and Residential Complex of Senior Management
- ❖ **Extensive experience** in **general administrative policy implementation across assignments**; excellence in executing **housekeeping activities** in the organization with new initiatives for restructuring of cleanliness and health facilities
- ❖ **An expert in serving in a facility management and services set-up** wherein prime importance is given to resource maintenance, security, safety and general administration

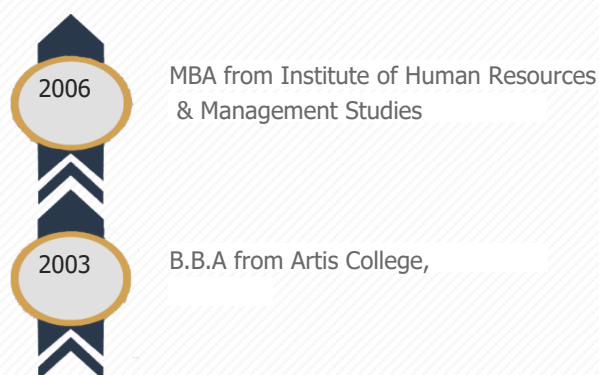
Core Competencies

General Administration	Facility/Cafeteria Management	Operations Management
Vendor Management	Process Improvement	Liaison & Coordination
Budgeting / Procurement	Infrastructure Set-up	People Management

Soft Skills



Education



Technical Skills

- ❖ MS Office and Internet Applications
- ❖ Technical Writing Certification

Trainings

- ❖ Leadership and Management
- ❖ Individual Psychology
- ❖ Wellness & Stress, Malta – Italy
- ❖ Attended seminars given by the top industrial expertise from FMCG Sector