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|  ***PROFILE OF :*** ***Maneesh Kumar******RZC- 34, Mahavir Vihar, Dwarka Sector - 1, New Delhi – 75.******Contact no. 9911007107, 9313771222.*** ***Email:* -** ***manish\_sharma37@yahoo.com******,*** ***maneeshsharma37@yahoo.in******“I Believe in Optimistic, efficiency, compassionate, humility & team player”*** |
| ***Current CTC : 7.20 LAKH’S P.A. Passport no. P-9160320***  |
| ***Experiences: 16 years Experience in General administration, Office management, Vendor management, Store & Purchase, Building Infrastructure, Facility management,*** [***Equipment Maintenance***](https://www.naukri.com/equipment-maintenance-jobs)***, &*** [***Operations***](https://www.naukri.com/operations-jobs)***,*** [***Procurement***](https://www.naukri.com/procurement-jobs)***,*** [***Pest Control***](https://www.naukri.com/pest-control-jobs)***,*** [***Building Services***](https://www.naukri.com/building-services-jobs)***, Rain water harvesting system,*** [***Energy Conservation***](https://www.naukri.com/energy-conservation-jobs)***,*** [***Disaster Management***](https://www.naukri.com/disaster-management-jobs)***, &*** [***Security Systems***](https://www.naukri.com/security-systems-jobs)***, Water treatment Plant (WTP), Waste Management. Systems.**** ***Administration and Liaison.***
* ***Office Management.***
* ***Facility Management, VMS, Network Administration.***
* ***Providing maintenance & support.***
* ***Vendor & Procurement Management.***
* ***Store/ Purchase & Operation.***
* ***Travel and Transport.***
* ***Security & Housekeeping Management.***
* ***Trainer – BLS - for (Fire & Safety, CPR, Infection Control, Bio medical waste, Emergency Response & codes, & NABH).***
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*“I Believe in Optimistic, efficiency, compassionate, humility & team player”*

***manish\_sharma37@yahoo.com******,*** ***maneeshsharma37@yahoo.in***

***Current CTC: 7.20 Lakh’s, P.A. Passport no.P-9160320, Mob - 9911007107, Resi- 9313771222***

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| ***Residential Address:****RZ-C-34, Mahavir Vihar, Dwarka Sector-1, New Delhi -110075****.******Father’s Name:****Sh. Gopal Dutt Sharma.****Duration of Exposure:*** *16 Years****Contact No.****9911007107, 9313771222.****Date of Birth:****May 29th, 1977.****Language Capabilities:****English & Hindi.****Notice Period:****Immediately* | ***Career Objective:*** *To take up the challenging position in Hr, Administration & Purchase where I can utilize my knowledge & skill to get insight views of the corporate world to achieve organizational objectives & offer best of my capabilities to contribute organization’s success*.***Personal Strength:****Self-starter, committed, Ready to take decisions quickly, always heads up for new challenges,**Excellent team player,* ***Technical Skill:******One year Diploma in MS Office & Internet,*** ***Knowledge of Tally, MS - Word, MS - Excel, MS - Access, MS - Power Point, MIS Reports, Advance Excel, MS- Outlook, Google Sheets, G-suite, Payroll System.*** ***Educational Qualification:****Graduate - B.Com (P).****Professional Knowledge:**** ***General Administration & Office management.***
* ***Facility Management / Travel / Transportation.***
* ***Procurement and Vendor Management.***
* ***Liaison & Maintenance support.***
* ***Payroll System.***

***General Administration & Office management:****Implementing and maintaining office administrative system, Staff management, organizing, Documentations and* ***Human resources activities like Payroll System – Attendance, ESIC , EPF, Recruitment Process, Taking Interview, Joining Formalities, Staff selections, Salaries, Complete Biometric Attendance systems, Register an employee on Biometric attendance system, staff handling, Submission of Monthly ESIC, EPF Challan, contractual staff, vendor contract, Prepare Annual Budget, Renewal of contracts, bills verification, bills certification, MRN (In -Out), MIS Reports****,* ***Reports making****, Verify and check the bills (Vendors Billing) and give the final approval, Pantry, Housekeeping, Securities, Office automation, Front office, Maintenance , AMC’s, DG sets, Safety and Fire system supervision. Planning, organizing, providing leadership, cost cutting and controlling all administrative functions Report making, ensuring that human and material resources are correctly utilized. Oversee all aspect of maintenance and repair of machinery, equipment, and electrical and mechanical systems, Gathering, adapting, storing and distributing information within the company, vendor management, Responding to customer enquiries and complaints, Arranging regular testing for electrical equipment and safety devices. Reviewing and updating health and safety policies and ensuring they are observed, Filling of returns, payments of telephones, internet etc, and Monitor day-to-day office admin, Purchases office materials by obtaining requirements, Arranging regular testing for HT and LT panel electrical equipment and safety devices etc, Lift repairing and maintenance, AC servicing, UPS & Power backups, Plantation and Gardening development, DG servicing, water testing and maintenance, Handling complaint section related to telephone and internet, Facade cleaning , Mass communication and Auditorium equipment repairing outside, Details and renewal of security and Housekeeping contracts, AC, computer software, CCTV cameras New Installations, Proper duties assignments to Security guards, Housekeeping, Observation of Maintenance staff Security & Check post, RO water servicing etc. Handle other sister concern Branches,* ***RCA, CAPA, facility Round, Breakdown report, Quality Control, regular testing of Fire Control System panels, Fire Sensors, Emergency Response, process of hazardous materials, Safety inspections and Emergency preparedness, To develop Health, Safety and Environment Management and Emergency response plan, Implementation of different safety norms and policies, & Emergency Codes, Conduct incident investigations and Implementation of the findings, Conducting of regular mock drills, fire fighting trainings, safety induction and technical trainings etc, Implementation of latest guidelines for water, air and hazardous wastes, Network Administration, VMS (Visitor Management System) etc.******Facility Management:/Travel /Transportation:******Handle complete Facilities- Inverters, UPS, Fire Control Panel, Extinguishers, Sprinklers, AHU, Lift, DG Sets, Valet Parking, RO, AC’s, Heaters, Transformer, CCTV, Security Systems, Visitor Management System (VMS), Pest Control, Travels and Transportation, Fueling, Maintenance****, Asset Management, maintaining an inventory & keeping a proper record of an asset, Responsible for the housekeeping, Security and handle the manpower, pantry. Interacting with different departments for executing the maintenance, Security systems,* ***Budgeting and AMC*** *of all equipment to view overall efficiency, travels and transportation etc. pest control, hygiene, electrical and mechanical, sanitary and plumbing space management, repairs (****Carpentry, masonry, furniture, painting, Electrical, Plumbing, AC’s, etc****). To deal with vendors/service providers like suppliers, courier, Billing, Manpower consultants etc, Also working as trainer & provide training for staff for BLS (Fire & safety, Biomedical waste management, CPR, Infection Control),* ***Renewal of Licenses & Contracts*** *–* ***Canteen, Labour Contract, Lift, Hospital, Pollution, DG Sets, Bio Medical AHU, Valet Parking, Bio medical Department, waste management system, Security, Housekeeping, Maintenance of company transport, Handle drivers, duty roasters,*** *Building infrastructure set up including repair & maintenance**etc.* ***Store & Purchase/Procurement and Vendor Management:*** *Handle Purchase Department - Inviting quotations from different vendors and compare the quotes on the basis of cost and quality and prepared the agreements as per the company procedure, Developing and devising cost effective sources, commercial negotiations and price fixation, component development, supply compliance and contracts management, Evaluating suppliers' Coordinating with the vendors for the negotiations and quality checks of the products procured for the office. Making comparative statements, and Note sheet, Vendor tie-up for various product supplies based on supply order, Maintaining database of**suppliers as per each product category, Getting PI from the vendor and preparing and sending the PO to the concerned vendor, After receiving acceptance of the PO by the vendor, forward this to the A/c department for payment as per terms and condition and he has to maintain its hard copy as well, Regularly follow up with the vendor for delivery in time, Time to time discussion about the material delivery with the Ops department, Verify material supplied as per PO i.e. Quantity, Quality, User Manual (if required), warranty cards etc, Prompt updating of all related departments i.e. Ops/ projects, store & Logistic, Maintaining hard copy of all suppliers Bills with a copy to the A/c department, Get the material verified & checked from Projects/Ops & maintain a hard copy of acceptance report in the file, Maintain the contact data sheet of vendors and time to time update the same, Maintain MIS Sheet for PO in Excel, Maintain file and update all records with Indent Details. Prepare Monthly Office expense Report. Verification of all purchases, quality parameter check and payment approvals by senior management.****Liaison & Maintenance support:****Liasioning with Government department such as registering authorities for registration of lease agreements on behalf of the company, Liaisoning with DPCC, Telephone agencies , Electricity department, DJB, Municipal department, Police department for any assistance to staffs, members or organization in filling of complaint, FIR etc for smooth services, Providing support to company advocates relating to court cases. To take care of legal cases and their proper follow-up. Renewal of Licenses & Contracts, To ensure statutory liabilities and timely renewal of Trade License, Property Tax etc.* [*Equipment Maintenance*](https://www.naukri.com/equipment-maintenance-jobs)*,* [*Facilities*](https://www.naukri.com/facilities-jobs)*,* [*Operations*](https://www.naukri.com/operations-jobs)*,* [*Procurement*](https://www.naukri.com/procurement-jobs)*,* [*Pest Control*](https://www.naukri.com/pest-control-jobs)*,* [*Building Services*](https://www.naukri.com/building-services-jobs)*, facade cleaning,* [*Energy Conservation*](https://www.naukri.com/energy-conservation-jobs)*,* [*Disaster Management*](https://www.naukri.com/disaster-management-jobs)*,* [*Security Systems*](https://www.naukri.com/security-systems-jobs)*, etc.****Experiences:**** *5 years in J.P. Computers.*

 ***Position - Admin manager.**** *4 years in Sonix Exporters.*

 ***Position – Admin Manager****.** *2 years in JRK Constructions.*

 ***Position - Admin & Purchase Manager.**** *2 years in Ceno tech India Pvt. Ltd.*

 ***Position - Office Manager.**** *1 year in V.K. Global Hospital.*

***Position – Administrator/Hospital Manager.**** *1 Year in Tecnia Institute of Advanced Studies.*

***Position – Administration Manager.**** *Presently working in Shroff Eye Centre.*

***Position – Admin Head / Manager Estate & safety.******Date: …………………………..***  ***Place****: ……………………………………..* ***Maneesh Kumar.*** |