

- Close tasks down after completion by the facilities team
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Retrieve documents from filing system
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Schedule and coordinate appointments and travel arrangements for facilities move teams
- Open, sort and distribute incoming invoices
- Coordinate maintenance of office equipment
- Coordinate and maintain records for parking and petty cash
- Handling all mails and calls regarding cabs related quarry & also handling escalations regarding pickup issues, clubbing issues, vendor & driver issues, routing issue and sequence issue.
- Short listing suggestion by associates and forward for implementation.
- Preparing route OTA & OTD/Bus OTA & OTD.
- Arranging cabs as per the request (Pickups & drops).
- Take care of employee's adhoc for urgent pick and drop.
- Handling Tracking on Pickup.
- Handling dropping & arrange cab on time at the time of drop.
- Doing Female tracking regarding female safety.
- Handling tracking of pickup cabs Monitoring and supervision to vendor.
- Coordinating with vendors supervisors for pickup status for associates.
- Making cab in time reports & Drop out time reports and also prepare shuttle report with attach tracking report for week wise.
- To ensure the smooth running of the allocated transport shift activity, ensuring appropriate resources (people, equipment) are available to meet planned activity levels.
- Ensure compliance to all relevant legislation affecting transport operations.
- Maintain and enhance effective working relationships with staff.
- Contribute to the identification, evaluation and where appropriate implementation, of improvement initiatives within the Transport operation.
- Ensure staff work to the processes and procedures relating to the Transport operation.
- Assist in the recruitment of driving staff as required.
- Monitoring staff performance levels, providing feedback on achievement to the shift manager and helping to identify improvement opportunities.
- Regular communication with shift staff on shift matters.

Responsibilities for Facilities Helpdesk

- Receiving Telephone phone from employee, for all facility related query/grievance. I assigned to relevant person to get this resolved.
- Inventory management for all the consumable product.
- Do all the call logs in specific format for better tracking.
- Arrange approval from designated approver for all the vendor & their work permit.
- Prepare returnable & non-returnable gate pass and arrange approval from the designated approver.
- Prepare DMR report and send it to the client on daily basis.

Responsibilities for Sales coordinator

- Sales Coordinator Responsibilities. Include: Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.Responding to complaints from customers and give after-sales support when requested.
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Deceleration: -

I hereby declare that the above information furnished as true to the best of my knowledge and belief.

Personal Summary

Name	Pankaj Shrivastav
Father name	Sh. Mool Narayan.
Date of Birth	04-June-1991
Sex	Male
Marital Status	Married
Nationality	Indian

Place: (Pankaj Shrivastav)