|  |
| --- |
| ***V***  MANEESH KUMAR    ***L****inkedIn URL -* [*www.linkedin.com/in/maneesh-sharma-767a0b105*](http://www.linkedin.com/in/maneesh-sharma-767a0b105)  C:\Users\Bright\Desktop\iiop.jpg  Passport no. P-9160320  RZC- 34, Mahavir Vihar, Dwarka Sector - 1, New Delhi – 110075.  ***Contact - Mob - 9911007107 Resi - 9313771222***  ***Email:* -** [***manish\_sharma37@yahoo.com***](mailto:manish_sharma37@yahoo.com)***,*** [***maneeshsharma37@yahoo.in***](mailto:maneeshsharma37@yahoo.in)  ***“I Believe in Optimistic, efficiency, compassionate, humility & team player”*** |
| ***Experiences: 19 years. Current CTC: 10,80,000 P.A.***   * ***Leading Administration******& Operation****- General administration, Develop and implement administrative policies, procedures, and guidelines to ensure effective functioning of the organization, Oversee and coordinate daily administrative activities, including office maintenance, supplies, and equipment. Streamline administrative processes to enhance efficiency and productivity Ensure compliance with legal and regulatory requirements related to administration, oversees the budget and financial planning of the company, work with the board of directors to ensure that the company is run efficiently and effectively developing and maintaining relationships with vendors, clients, and shareholders.* * *Develop and implement policies and procedures to ensure the efficient and effective operation of the organization.* * *Oversee the development and implementation of the annual budget, and monitor financial performance throughout the year to ensure fiscal responsibility.* * *Manage human resources functions, including recruitment, hiring, on boarding, training, employee relations, and compliance with all applicable laws and regulations.* * *Negotiate and manage contracts with vendors and service providers, ensuring that the company receives the best possible terms and conditions.*   *Oversee the maintenance and repair of all company property, equipment, and vehicles.*   * *Safety & security of the employees and company assets, by managing electronic and physical security and updates from teams and surveillance. Planning and having backup& support ready for critical services like power, data , outsourced, Manpower etc.* * *Serve as the point of contact for all building-related issues, coordinating with landlords, tenants, and outside contractors as necessary* * *Manage the company’s IT infrastructure, including hardware, software, and telecommunications systems.* * *Ensure that the company’s insurance coverage is adequate and up-to-date.* * *Plan and coordinate company events, both internal and external. Perform any other duties as assigned by the president or CEO.* * ***Facility Management / Travel / Transportation/ Repair & Maintenance*** *- Preventive Maintenance, Predictive Maintenance, Cleaning, Cafeteria Management, security, utilities and space management. Vendor Management, Contract Management, Service Management, Assets Management Disaster Management, VMS, Network Administration, Security & Housekeeping Management, Security Systems, Water Treatment Plant (WTP), Waste Management Systems, and Managing vendors related with Security, Housekeeping, Horticulture, Canteen, Transportation, Courier, Providing maintenance, Building Infrastructure, Pest Control & support, Travel and Transport & Safety, etc* * ***Budgeting & MIS*** *- Preparing, controlling and coordinating the Capital and Revenue Admin budget of plants and Regional Offices. Controlling all Agreements, Report Making, MIS, Payroll System etc.* * ***Statutory Compliances*** *- Manage all Compliance work, Training for Team, Maintain and update all policies and records, All statutory compliance related to site administration which include liaison with factory inspector, employment exchange, ESI, and PF offices. Ensure complete compliance and on time action. Documentation related to statutory compliances.* * ***Procurement and Vendor Management Operation -*** *Supervising the PO creation process & ensuring compliance to procurement policies, obtaining multiple quotes carrying out negotiation etc****.*** *Procurement/ Planning for office expansion within the city or support required in other cities. Vendor Evaluation, Vendor & Procurement Management, Store/ Purchase & Operation.* * ***Operation Management –*** *Digital Marketing & Sales, Ability to handle multiple branches, and handling a large Marketing & Operation Team, Planning, Meetings, customer Enquiries, Grievances etc.* * ***Team Management –*** *Assisting the team on all fronts and providing Opportunities for personal growth, giving constant support to the team and thereby providing room for improvement. Able to handle a large team.* * ***Trainer –*** *BLS - for (Fire & Safety, CPR, Infection Control, Biomedical waste Management system, Emergency codes.**ISO Certification & Documentation process - ISO – 9001:2015 (NABH, Health & Safety & ISO 9001:2015)* |

|  |  |
| --- | --- |
| ***Residential Address:***  *RZ-C-34, Mahavir Vihar, Dwarka Sector-1, New Delhi -110075****.***  ***Father’s Name:***  *Sh. Gopal Dutt Sharma.*  ***Duration of Exposure:***  *19 Years*  ***Contact No.***  *9911007107, 9313771222.*  ***Date of Birth:***  *May 29th, 1977.*  ***Language Capabilities:***  *English & Hindi.*  ***Notice Period:***  *30 Days* | ***Career Objective:***  *Multitalented and Collaborative Administration Head focused on business efficiency and operational improvements, Dedicated& decisive leader with strategic& forward thinking mindset offering 18 years of experience. Works effectively with cross functional teams in ensuring operational& service Excellence.*  ***Personal Strength:***  *Self-starter, committed, Ready to take decisions quickly, always heads up for new challenges,*  *Excellent team player,*  ***Technical Skill:***  ***1 year Diploma in computer Application.***  ***Knowledge of Tally, MS- Office, Advanced Excel, MIS Reports, MS- Outlook, Google Sheets, G-suite.***  ***Educational Qualification:***  *Graduate - B.Com (P).*  ***Professional Knowledge:***   * ***General Administration & Office management.*** * ***Facility Management / Travel / Transportation / Maintenance & Repair.*** * ***Procurement and Vendor Management, Digital Marketing & Sales, Team handling, Operation.*** * ***Health & Safety, (NABH & ISO 9001:2015).*** * ***Trainer for - (Fire & Safety, CPR, Infection Control, Biomedical waste, Emergency Response codes)***   ***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, Organize and supervise other office activities (recycling, renovations, event planning etc, Support with training and development of staff, Ensure the smooth and adequate flow of information within the company to facilitate other business operations, Monitor costs and expenses to assist in budget preparation, 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, Food safety, 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, Labor 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.*  ***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:***  *Liaisoning with Government department such as registering authorities for registration of lease agreements on behalf of the company, Liaisoning with DPCC, Fire NOC, 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, Renewal of Licenses & Contracts – Canteen, Labor Contractor.*  ***Experiences:***   1. *7 years in J.P. Computers.*   ***Position - Admin manager.***   1. *4 years in Sonix Exporters.*   ***Position – Admin & Purchase Manager****.*   1. *2 years in Cenotech India Pvt Ltd.*   ***Position – Office Manager.***   1. *1 year in V.K. Global Hospital.*   ***Position – Administrator/Hospital Manager.***   1. *1 Year in Tecnia Institute of Advanced Studies.*   ***Position – Administration Manager.***   1. *1 year in Shroff Eye Centre - Hospital.*   ***Position – Admin Head cum Manager Estate & safety.***   1. *1 year Angel Agastya Hospital.*   ***Position – Marketing Manager.***   1. *1 year in Premadhar Research Institute & Hospital.*   ***Position – General Manager - Administration & Operation.***   1. *1 year in MDD Medical System.*   ***Position – Sr. Manager Coordination- Project Payment Division***   1. *Presently working with**OTPL- Denvax Cancer Hospital.*   ***Position – GM – Administration & Operation.***  ***Date: …………………………..***  ***Place****: ……………………………………..*  ***Maneesh Kumar.*** |