**CURRICULAM –VITAE**

**Manish Singh**

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Near Vivekanand School

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# **OBJECTIVES;**

To obtain a challenging and responsible position in a professionally managed organization and looking forward for an opportunity where I can utilize my skill in contributing effectively for the success of the organization & professional skills.

# **ACADEMIC QUALIFICATION:**

* B.Com. from Delhi University
* 12th from C B S E Board ,New Delhi
* 10th from C B S E Board ,New Delhi

**STRENGTHS**

* Self Confident
* Good Listener
* Communication Skills

**COMPUTER SKILLS**

* MS Office,Internet

**PERSONAL INTERESTS:**

* Interacting with People
* Listening Music
* To Help Others

**PERSONAL PROFILE:**

Father’s Name : Naresh Sharma

Date of Birth : 02nd June 1976

Nationality : Indian

Marital Status : Married

Gender : Male

Language Proficiency : Hindi & English

**Planet Edu Pvt Ltd : IELTS Test Centre-IDP Education Australia**

**Assistant Manager**( Operations & Examination Services) from **2002-2013**

Planet EDU Pvt. Ltd. is **ISO 9001-2000** certified company conduct various English Language Test:

* **IELTS**
* **University Of Cambridge Exams** ( YLE,KET,CAE)

India Offices: Ahmedabad,Bangalore,Chennai, Chandigarh,Cochin, Pune

Overseas office: ( Bangladesh, Hongkong, Nepal, UK)

**IELTS Project : Test Adminstration**

**(North India - Chandaigarh, Ludhiana, Jalandhar, Amritsar, Patiala)**

* Handle operation team of 100 people who conduct IELTS exams at different locations.
* Live material movement for all centres from Gurgaon Head Office
* Handle responsbilities for Secretarial duties of my seniors ( **CEO& Chairman)**
* Independently communicating with local Office and concerned agencies
* Responsible for Backoffice Management ( Documents & Staff Duties)
* Making orders to local suppliers, Vendors and Checking their payments/bills **.**
* Handling E-mails,distribution of mails and follow up with concerned depts./Office.
* Making MIS Reports, Courier payment ,and other Vendors management report**.**
* Tracking & Tracing AWB No and Sending AWB No to local office/clients.
* Follow-up with Courier company ( In case of emergency) .
* Payment follow-up with Local vendors /clients in co-ordination with accounts dept.
* Regular communication/feedback with local office , vendors .
* Responsible for test day examiners movement

**( B)Other Operational Activities / Responsbilities**:

* For conference / meeting check hotels availability and bokked as per requirement.
* Negotiate with hotels regarding packages and other facilities.
* For overseas travel

1. Check visa formalities with travel agent/ Visa office
2. Arrange Foreign exchange
3. Other facilities like local transport,and connectivity
4. Arrange Group Tour packages.

***Current Job location:***

**Ashoka University , Plot No 2 , Rajiv Gandhi Education City ,**Rai, Sonipat

**Position: SR .ADMIN ( September 2014 –August-2015)**

**Key Responsibilities:**  
  
\* Administration and Liasioning.  
\* Housekeeping and Facility Management.  
\* Providing support to PAN India offices.  
\* Maintenance of company owned vehicles.  
\* Vendor Management.  
\* Regulatory compliance.  
\* Maintenance of Office Building & University Campus.

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**General Administration**  
\* Maintaining effective office administration for better coordination in the office premises;  
\* Handling all the activities of housekeeping, security and other office maintenance etc.;  
\* Distributing the identity cards to the employees for proper mobility within the office premises;  
\* Efficiently generating maintenance reports and MIS reports on daily basis for the running of company operations;  
\* Segregating duties and allocating them to the office boys for its timely completion;  
\* Purchasing the stationary and gift items for the office staff for proper inventory control;  
\* Arranging conferences, seminars, parties and annual get together at the office;  
\* Organizing for security guards for office premises

**Facility Management**  
  
\* Handling complete Facilities (Stationary) and infrastructure set up including repair & maintenance;  
\* Asset Management, maintaining an inventory & keeping a proper record of an asset;  
\* Responsible for the housekeeping and handling the manpower for the result oriented target;  
\* Interacting with different departments for executing the maintenance and AMC of all equipment to view overall efficiency;  
\* Identifying the commercial properties for office space with a view of expansion keeping the general amenities in view and setting up the facilities;  
\* Planning and execution of shifting the office premises.

**Procurement and Vendor Management**  
  
\* 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' performance and ongoing compliance in accordance with the defined parameters;  
\* Coordinating with the vendors for the negotiations and quality checks of t products procured for the office.

**Accounts and Finance**  
  
\* Effectively maintaining daily petty cash and cashbook.  
\* Effectively scrutinizing cash vouchers and bills for payment and thus maintaining relation with bank officials and Government officials.  
\* Coordinating with the auditors for the internal as well as external audits.

**Security**  
  
\* Responsible for recruitment/deployment of security guard’s /supervisors;  
\* Responsible for and monitoring the training of security personnel’s.  
\* Monitoring the function of security officers;  
\* Responsible for maintaining the intent/stock register of uniform items and issuing the same to security personnel before their deployment at client site;  
\* Conducting a security survey of the site with respect to manpower deployment and gadgets etc.

**Liasioning**  
\* Liasoning with Government department such as registering authorities for registration of lease agreements on behalf of the company;  
\* Liasioning with telephone agencies for timely restoration of telephone lines in case of breakdown;  
\* Liasioning with electricity department, municipal department, etc. for smooth services;  
\* Liasioning with police department for any assistance to staffs, members or organization in filling of complaint ,FIR etc.;  
\* Providing support to company advocates relating to court cases.

**Transport Co-ordinator**

* Responsible for getting the right products in the right quantities, to the right locations all at the right time.
* In charge of the day to day operations of the transport department.
* Efficiently managing a team of drivers and vehicles.
* Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
* Dispatching complex and oversized goods to national and international destinations.
* Ensuring company compliance of all transport policies, legislation .
* Managing, monitoring and developing a team of drivers and line managers.
* Involved in strategic development and strategy making.
* Being the first point of contact for all drivers.
* Making sure that all transport fleet vehicles are properly maintained and serviced.
* Arranging for the induction and training off all new staff.
* Regularly liaising with the delivery manager to ensure a smooth running of both departments.
* Developing and nurturing customer relationships.
* Maintaining accurate administrative records.
* Giving drivers a full debrief.
* Organising vehicle checks.
* Identifying operational issues, potential problems and opportunities.
* Resolving and managing queries and complaints courteously and efficiently.
* Appraising staff performance and also taking disciplinary measures when required.
* Ensuring all site and customer objectives are achieved.
* Responsible for all investigations.

**Guest House & Other activities :**

* Handle daily site requirement
* Handle responsibilities for Secretarial duties of CEO & Chairman.
* Responsible for secretarial duties allotted by seniors:
* Independently communicating with local Office and concerned agencies
* Responsible for Back-office Management ( Documents & Staff Duties)
* Making orders to local suppliers, Vendors and checking their payments/bills **.**
* Handling E-mails, distributions of mails and follow up with concerned depts./Office.
* Making MIS Reports, Courier payment ,and other Vendors management report**.**
* Tracking & Tracing AWB No and Sending AWB No to local office/clients.
* Follow-up with Courier company ( In case of emergency) .
* Payment follow-up with Local vendors /clients in co-ordination with accounts dept.
* Regular communication/feedback with local office , vendors , Contractors.
* Co-ordinate with accounts dept . salary, billing , vendors payments, and other accounts related matter.
* Vehicles : Drivers maintain log book,servicing of vehicles ,manage petty cash for fuel, legal issues pertaining to vehicles, drivers verification.
* Drivers: Ensure drivers availability , brief drivers for local movement, ensure drivers don’t run vehicles carelessly.
* Accommodation: Ensure pick & drop of guest, staff; arrangements their accommodation .
* Front office management, , landscaping, civil, maintenance of generators ,to handle petty cash for diesel, ,D2H recharge & renewals are made well in time,maintenance of CCTV cameras,EPABX.
* Ensure FIRST AID box available with basic medicines/items.
* Maintain Assets register covering each purchase and assets issued to staff.
* Track PSAR Act and follow for license for all branches.
* Manage store with possible stock in stores.
* Generate MIS for all above activities.
* Manage daily staff attaendence as per requirement.
* Allocate daily staff duties and reponsbilities.
* Track daily daily snag list as per client available data.
* Maintain reports and data related to housekeeping.

**Secretarial Job**:

* Scheduling meeting and record of appointments.
* Arranging travel and accommodation of the senior /staff.
* Managing material on cost effective manner.
* Undertake payroll related activities.
* Act as liaison between department and boss
* Preparing MIS.
* Assist Compilation of financial reports , budgets , plans of the department.
* Qualities & Skills:
* Trustworthy
* Sound Work Ethics
* Basic Knowledge of computer
* Self- motivated
* Multi-tasking abilities
* Organizing and planning skills
* Interpersonal skills
* Professionalism
* Alert
* Troubleshooting skills

***Current Job location: ( September 2015 onwards)***

***O P Jindal Global University*** *,Jagdishpur-Narela Road ,*

*Sonipat ( Haryana) 131001*

*Position : SR FMO/Admin*

**Key Responsibilities:**  
  
\* Administration and Liasioning.  
\* Housekeeping and Facility Management.  
\* Providing support to PAN India offices.  
\* Maintenance of company owned vehicles.  
\* Vendor Management.  
\* Regulatory compliance.  
\* Maintenance of Office Building & University Campus.

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**\*** Guest House Management.

\* Procurement and Vendor Management

**DECLARATION**

All the details furnished are true & accurate. I sincerely feel that working in your organization would help in fulfilling my cherished goal.

**Place:**Gurgaon, India **Manish Singh**