**Aarti Kumari**

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***Career Objective:-***

Looking for a challenging and career oriented position where I utilize my administration experience in order to orchestrate a smooth flow of operations.

***Career Abstract:-***

A result oriented professional with more than seven years of exposure in administration. Expertise in Admin and facility management, office management, travel management, document control, Expats management, Vendor Management.

***Professional Strengths:-***

* Ability to handle multi-task effectively.
* Ability to read and interpret complex oral and written instructions.
* Familiar with office machines like scanner, copy machines, Printer, Phone lines.
* Can work efficiently in a group as well as an individual.
* Confident, time management capability.
* Conceptually strong with an innovative, detail-oriented and analytical approach to the work.
* Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity and commitment.
* Very particular about deadlines.
* Proficient user of MS Office.
* Problem-solving.

***Education Qualification:-***

* Completed Post Graduation in Accounting & Finance from Vinayak Mission University Affiliated with IGNOU in 2011.
* Completed Graduation in Marketing Management of Insurance From Delhi University in 2007.
* Senior Secondary (C.B.S.E) in 2004 (Commerce Stream)
* Higher Secondary (C.B.S.E) in 2002.

***Work Experience:-***

1. **Organization: - RGF Select India Pvt Ltd Gurgaon**

Tenure: - May 2014 – Till Date

Current Designation: - Senior Executive (Administration)

**RGF India** is an Executive Search & Selection firm, wholly owned by the USD 14 billion net annual sales Japanese company, Recruit Holdings Company **Ltd** (Recruit).

1. **Organization: - Yakult Danone India Pvt Ltd (New Delhi Okhla Phase -3).**

Tenure: - April 2010 to April 2014

Designation: - Sales Administrator

**Yakult Danone India** (**P) Ltd** is a 50:50 JV between Yakult Honsha, Japan and Groupe Danone of France, both of which are global probiotic leaders. The JV was formed in 2005 to manufacture and sell probiotic products in the Indian market. Yakult, a probiotic drink was launched in India in 2007.

***Key Responsibilities:-***

**General Administration Management:-**

* Managing all general administration activities including: Housekeeping, courier, printing, stationery, Infrastructure management, logistics, facilities planning, and utmost utilization of resources.
* 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;
* Responsible for all billing and maintenance related work , computer networks, electricity including furniture, fixtures and other electrical/mechanical equipment’s like water dispenser, refrigerator, AC systems.
* Keeping record of basic needs like stationery, Courier, ID cards, Housekeeping materials.
* Coordination with Operations, HR, IT, Finance, Legal etc.

**Facility Management:-**

* Handling complete Facilities and infrastructure set up including all maintenance related issues of the office ,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.
* Ensure that all the critical assets are renewed on time for their smooth functioning.
* Managing the maintenance team for the day to day operations.
* Handling payment of electrical bills, Landline, Internet bills, Mobile bills etc.
* Regular supervision on facilities (Housekeeping, pantry & office boy).

**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.
* Coordinating with the vendors for the negotiations and quality checks of the products procured for the office.
* Creating vendor master and managing MIS.
* Handling service agreements.
* Time to time meeting and negotiations with Vendors.
* Processing and clearing vendor bills

**Expatriate Management:**

* Preparation of complete employee database.
* FRRO registration and Renewal
* Accommodation & travel management for expats and their families.
* To be one point of contact between corporate admin and the expats for the day to days administrative requirements.
* Handling expats queries & issues & resolving them on time to avoid any discomfort to them.
* F.R.R.O (Foreigner regional registration office) registration, Visa extension, renewal of passport, Mobile & Sim card arrangements, Apply PAN Card, Aadhar Card, Form C etc.

**Travel Management:-**

* Arrange staff hotels bookings, Flight bookings, Guest houses and Cabs for the region.
* Making sure all the crew pickups are done on time.
* Closely work with the transport vendor for smooth operations.

**Bank Management/Cash administrator:-**

* Co-ordination with Bank on Pan India basis for opening of Salary / Re-imbursement Account for corporate office and branch office location for all new joinee.
* *Act as a Cash Administration and Taking Care of Cash Transactions, Petty Cash to ensure that Cash Position/Transactions are Tally.*

**Handle Partial Accounts and Accounting Job Related Matters/MIS Reports: -**

* Maintain data base in sales force, Debits notes, Credit notes, letters, handling Inward and Outward of Cheques, Keeping Records of payments received from the client in a format provided by Accounts Department. Submit and reconcile expense reports.
* Daily, Weekly and Monthly generation of MIS reports and provide the same through e-mail to the seniors.

**Printing Letters Heads / Business card Management**

* Co-ordination with the vendors for various printing items (Business cards /Letters Heads/ Envelops or any other special printing) for corporate office and all branch office location.

**Responsible for IT related issues: -**

* Independent responsible for solving IT related issues by directly coordinate with Japan IT team and solved a number of administrative problems and queries.
* Order new desktops/laptops as per the requirement.

**Joining /Exit formalities of employees**

* Handle all new joining formalities .Acting as Trainer for new joinees for better understanding of Polices includes Travel Policy (Domestic/ International), Mobile usage and other limits / facilities as per new joinee designation.
* Complete responsibility of handing over of company assets from employee at the time of resignation and updating Finance for full and final settlement.

***Computer & Software Competency:-***

* ***Diploma in Computer Application, Proficient in Using Microsoft Excel, Word, Power Points and Outlook, Tally 7.2.***

***Personal Profile:-***

Date of Birth July. 30 1986

Nationality Indian

Gender Female

Languages known English, Hindi

***(Aarti)***