

SANTOSH YADAV

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Date of Birth – 15th April 1987

Objective

Looking for a suitable position of retail chain and utilize my experience as multiple store or branches operations having

Responsibility for all aspect of store management, floor management, business analysis and managing staff.

Professional Summary

14 years of experience in FMCG and Automobile field with Retail including Merchandising, Sales, HR and Administration, Operation Staff management and Manufacturing Plant Administration.

Highlights

- Multiple offices and branches management
- Facility management
- Team management
- Security Management
- Vendor Management
- Fleet Management
- Canteen Management
- Manufacturing plant Administration
- Purchase and Procurement management
- Deal with local authorities
- Stationary Management
- Courier management
- Travel Management
- Property Management
- EPBX Management
- Front office management
- Asset management
- AMC management
- Audit management of Plant
- Safety Management of Plant
- Housekeeping Management
- Infrastructure Management
- Utility bill payments
- Various policy creates and implement

Experience: -

Manager - Administration: Komal Tex Fab Pvt Ltd.

From Nov 18 to till date

JOB PROFILE:

ADMINISTRATION AND FACILITES OPERATIONS:

- ? All daily administrative management in office, Plant.
- ? Vendor Management, Administrative Purchase Process, Stock maintenance for Office.
- ? Various department of Plant – Administration related queries solution daily basis.
- ? Handling and management of local transportation for goods as well as staff transportation solutions.
- ? Procurement of Furniture and Fixture and other required bits and pieces for the Office, Plant.
- ? Canteen management of Plant.
- ? Event planning and manage in Plant as well as office and corporate house.
- ? Handling CSR activities also in Plant.
- ? Liaison with local Government authorities for all the necessary licensing and permission required.
- ? Managing Capital Purchase and all other purchase, also handling Inventory management in the office.
- ? AMC management of big assets.
- ? Travels and Touring Planning of all the Directors, Employees as well as Customers visiting Company Within or Outside India.
- ? Security management.
- ? Fleet management.
- ? Various Audit management like Smeta, Capa and others.
- ? Safety related works.
- ? CCTV Manage of plant as well as office and corporate house.
- ? Stationary management of Plant, Office and corporate house.
- ? Infrastructure development
- ? EPBX Management
- ? Bill verification and Authorize for payments
- ? Manage paper waste in proper way.
- ? Reporting to Director.

Sr.Manager–Administration:Globe Ecologistics Pvt Ltd.

From Aug 16 to Nov 2018

JOB PROFILE:

ADMINISTRATION AND FACILITES OPERATIONS:

- ❑ To oversee the administrative operations across all over the establishment viz Corporate House and Other branches of India.
- ❑ All daily administrative management in office
- ❑ Vendor Management, Administrative Purchase Process, Stock maintenance for Office and other branches.
- ❑ Handling and management of local transportation for goods as well as staff transportation solutions.
- ❑ Procurement of the Renting Property or new Property as per the requirements of the organization.
- ❑ Procurement of Furniture and Fixture and other required bits and pieces for the Office, Branches and Guest houses.
- ❑ Canteen management of office.
- ❑ Liaison with local Government authorities for all the necessary licensing and permission required.
- ❑ Managing Capital Purchase and all other purchase, also handling Inventory management in the office.
- ❑ AMC management of big assets.
- ❑ Travels and Touring Planning of all the Directors, Employees as well as Customers visiting Company Within or Outside India.
- ❑ Security management.
- ❑ Fleet management.
- ❑ Stationary management of branches and corporate house.
- ❑ Infrastructure development
- ❑ EPBX Management
- ❑ Bill verification and Authorize for payments
- ❑ CUG connections manage of staff.
- ❑ Manage paper waste in proper way.
- ❑ Reporting to Director.

Manager – Administration (Regional): CMS INFOSYS LTD.

From Sep 14 to Aug 16

JOB PROFILE:

ADMINISTRATION AND FACILITIES OPERATIONS:

- ❑ Manage 13 Branches of Gujarat.
- ❑ To ensure general office administration and attendance of personnel. To take care of reimbursement claims of personnel, via proper checking of Travelling, Conveyance, Telephone/Mobile Phone exp. bill etc., ensure control and timely payment of the same after approval of the competent authority of Gujarat Location.
- ❑ Supply chain management of Admin and back support material.
- ❑ Supply chain management of operation related activities.
- ❑ Responsible for Purchase and Procurement procedure.
- ❑ To check suppliers' bills and forward only authorized bills to accounts dept. for payment.
- ❑ Vendor contract, Renewal of contracts, AMC of contracts, Bills verification, Bills certification, Follow-up of Bills.
- ❑ Keeping details of all petty cash expenses with proper approvals from Director. Forwarding details of all expenses to Accounts team.
- ❑ Booking the Venue, arranging for any specific requirements, Food and Beverages, sending attendance, venue payments and follow-up Account opening for new joiners.
- ❑ Procurement and maintenance of office equipment's/furniture/fixtures, to ensure their serviceability and AMC.
- ❑ Procurement and issue of stationery to various divisions and maintain their proper records and maintenance of sundry equipment like mobile phone, telephone, calculators etc.
- ❑ To maintain proper record of company assets issued to marketing personnel and ensure accountability.
- ❑ To ensure general office maintenance like, housekeeping, pest control, hygiene, electrical and mechanical, sanitary and plumbing, space management, minor repairs (Carpentry, masonry, furniture, painting etc.).
- ❑ To deal with vendors/service providers like suppliers, courier, manpower consultants etc.
- ❑ Handle Fleet team of territory.
- ❑ Vehicle maintenance of territory (300+ vehicles).

- ❑ Keeping the all require details of vehicles like FC, Insurance, RC book etc.
- ❑ Reporting to GM.
- ❑ Responsible for identify aspects of the business that affect customer satisfaction, such as opening times, availability of courtesy vehicles or collection and delivery services, accuracy of costs, and quality of work.
- ❑ Ensure that all members of the team understand the importance of customer satisfaction and develop training programs to improve customer service standards.

Manager: Administration - Maruti Suzuki Ltd (UAPL)

From SEP 06 to SEP 14

JOB PROFILE:

- ❑ Manage three outlets of Rural (Dhandhuka, Barwala, S. city).
- ❑ Manage staff with BM to DSE.
- ❑ To ensure all shops are efficiently and effectively managed, visiting them regularly, and monitoring their compliance with policy, procedure and standards.
- ❑ Manage and increase the effectiveness and efficiency of support services (HR, DMS, FINANCE & RTO), through improvements to each function as well as co-ordination and communication between support and business functions.
- ❑ Recruitment activities
- ❑ Job fair organize
- ❑ Rural recruitment activities
- ❑ Negotiation with employees
- ❑ Incentive structure
- ❑ Salary structure as per budget
- ❑ Performance and increment related activities
- ❑ Motivate the team for achieve the target of sales and service.
- ❑ To maintain and develop beneficial working relationships with other Trinity departments to further the organization's objectives, including appropriate attendance at Management Team meetings and volunteer forums.
- ❑ To monitor stock in each shop, ensuring there are adequate supplies. To identify methods of stock generation in conjunction with the Branch Manager, and to respond to stock concerns where relevant.
- ❑ To promote a customer care approach within the retail business, investigating complaints or issues of poor customer care, both timely and efficiently.
- ❑ To give support to staff so they have the opportunity to develop their skills in the role and to achieve growth in sales.
- ❑ To ensure that all performance issues, and other issues within the every branch, are addressed in an appropriate and timely manner.

- ☐ Improve the operational systems, processes and policies in support of org. mission- specifically, support better management reporting, information flow and management, business process and organizational planning.
- ☐ To ensure the safety and security of people, stock, cash and property, implementing effective administration, EPOS, procedures and security systems throughout the branches in accordance with Trinity guidelines.
- ☐ Take conference of all BMs on daily basis.

Education

- ☐ I have done **B.SC** from **GUJARAT UNIVERSITY**.

Computer Literacy

- ☐ I have knowledge of word, excel, PowerPoint & Internet.

Co-ordination with Team Projects

I would rate myself as an excellent co-coordinator of team projects. My strength is to analyze, summarize and feed this information back to the Team in order to move forward our goals. My job involved planning and coordinating committees' programs and activities, support committee members and make them work.

(Santosh yadav)

