





Gaurav Anand




 Gaurav Anand
 New Delhi, Delhi
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 **AWARDS & HONORS**
The Chairman's Award for Performance Excellence in Administration Operations.

 **SKILLS**

- Administration Operations
- Office Management
- Facility Management
- Estate Management
- Cost Monitoring
- Budgeting
- Purchase Management
- Event Management
- Vendor Management
- Liaisoning & Coordination
- Security Management

- Interpersonal Skills
- Multitasking

 **COMPUTER PROFICIENCY**

MS Office

SAP

Tally

Deputy Chief Manager Corporate Administration

PROFILE • ABOUT ME

Expert administration & facility management professional honing my expertise as corporate professional with 18 years of experience. Skilled in managing administration function, facility operations, hospitality & support function, purchases and shareholders related coordination. An excellent communicator, who knows how to handle the administration function of corporates by putting inputs in cost savings & wastage controls without compromising on the quality of services required to be catered. Highly dedicated, responsible and organised at every task.

EDUCATION

Commerce, Intermediate, [Completed, March 2002](#)
Kendriya Vidyalaya
CBSE
New Delhi, Delhi

B.Sc in Hospitality and Hotel Administration, [Graduated, June 2005](#)
State Institute Of Hotel Management & Catering Technology
Jodhpur, Rajasthan (Under NCHMCT & AN, PUSA New Delhi)

WORK EXPERIENCE

Deputy Chief Manager Corporate
(Administration & Facility
Management)
Bennett Coleman & Co. Ltd.
The Times Of India Group,
New Delhi

June
2008
- Current

Roles and Responsibilities

- Handling Administration & Facility Management Operations
- Shareholder's Estate Management (multiple locations)
- Expats Management, Coordination, Travel, Accommodation.
- Preparing budget, scheduling expenditures, monitoring costs and analysing variances
- Managing AMCs & ASCs
- Vendor Management – negotiations, indenting, purchase order & procurement
- Processing of invoices, submission to finance, payments & audits
- Handling office repairs and maintenance
- Preparing and implementing SOPs related to office administration
- Preparing various MIS reports and data for top management
- Transport, travel & logistics management
- Handles liaisoning work (DP, MCD, BSES, DJB etc)
- Employee seating plan management
- Security and CCTV Management
- Inventory Management on internal software and tally
- Event management and catering & pantry management

LANGUAGES

English

Hindi

Punjabi

PERSONAL INTERESTS

Cooking

Driving

PERSONAL INFORMATION

Date Of Birth

November 28, 1984

Gender

Male

Marital Status

Married

Father's Name

Mr. Madan Mohan Anand

Nationality

India

Manager Administration &

Operations

Curry Gardens

Gurugram, Haryana

Roles & Responsibilities

- Prepared budget, scheduled expenditures, monitored costs and analysed variances
- Handled sales and marketing to promote services
- Negotiations & procurements
- Operations Management
- Planned manpower for operations
- Managed recruitment & selection of staff under operations
- Handled the customer grievances
- Client Servicing
- Managed all AMCs
- Security management, transport management and inventory management
- Ensured hygiene & cleanliness of the premises

Feb 2006

- Jun 2008

Supervisor (Operations)

Dee Marks Hotels & Resorts

New Delhi, Delhi

Aug 2005

- Feb 2006

Roles & Responsibilities

- Managed food production for events
- Supervision of the vertical kitchen & display counters
- Section budgeting for the main kitchen
- Section indenting



INTERNSHIPS

Management Trainee

The Ambassador's Sky Chef

New Delhi, Delhi

May 2005

- Aug 2005

3 months management traineeship in flight catering operations.