**Ketan Devani**

B com. L.L.B & Pursuing PGDBA(HR) with 14 years Experience in Admin Field

* *Current Designation:* **Manager (Admin & IT)**
* *Current Company:* **A Govt PSU**
* *Current Location:* **Ahmedabad**
* *Pref. Location:* Ahmedabad
* *Functional Area:* HR / Administration / IR
* *Role:* Admin/Facilities Mgr
* *Industry:* Oil and Gas/Power/Infrastructure/Energy
* *Date of Birth / Gender:* 06 Apr 1968 / Male
* *Total Experience:* **16 Year(s) 0 Month(s)**
* *Annual Salary:* **Rs 9.00 lacs**
* *Highest Degree:* PG Diploma (HR)
* *Phone:****9825032479***
* *Email:* kdevani68@hotmail.com
* *Address* : Plot no.245, Sector-22 Gandhinagar - 382022
* *Key Skills:* Handling and managing the all administrative responsibilities like infrastructure development, facilities and utility management, Security and Safety Management /Vendors Relations/Office supplies/ Inventory Managements/MIS/Liaison etc.

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**Work Experience**

* **A Govt PSU** as *Manager (Admin & IT)*   
  *Jul 2002 Till Date*   
  Handling and managing the entire gamut of administrative responsibilities like infrastructure development, facilities and utility management, Security and Safety Management etc.  
    
  Handling infrastructure related issues like housekeeping, Security Services, Arrangements of Transportations etc.,  
    
  Handling complete Vendor Management by coordinating and negotiating with the vendors as required by the business. Network with the external suppliers for procurement.  
    
  Arrangement of Office supplies like stationery etc. Ensuring immediate and active responses to complaints and emergency.  
    
  Management Information System.   
    
  Liaison with statutory and Govt. bodies for various Admin related work.

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| Handling all office communication related issues. |

**Education**

* ***PG:***PG Diploma (HR) from Symbiosis Centre for Distance Learning (SCDL) in 2012
* ***UG:***Bcom, LLB from Saurashtra University in 1989

**IT Skills**

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| **Skill Name** |  | **Last Used** | **Experience** |
| SAP MM |  | 2011 | 9 Years 0 Months |
| Microsoft Office |  | 2011 | 10 Years 0 Months |

**Affirmative Action**

* *Category:* General
* *Physically Challenged:* No
* *Married*

**Work Authorization**

* *Job Type:* Permanent / Temporary
* *Employment Status:* Full Time