



CHATURGUN PRASAD

CORPORATE ADMIN FACILITES & PROJECT MANAGMENT
MANAGER



CONTACT

CONTACT

9687074647

Email

chaturgun.prasad09@
gmail.com

Address

Gota , Ahmedabad

PERSONAL INFO

DOB .10th AUG
1978

MARRIED

OBJECTIVE

I bring 18+ years of experience that I believe will be valuable to an organization. In my admin & facility management role, I honed my abilities in managing administration & facilities in collaborative teamwork which providing strength to the organization. My leadership, people- centric nature bring eagerness to customer delight.

EXPERIENCE

**RAO CONSULTANT PVT. LTD. "A LEADING EDUCATION & VISA,IMMIGRATION
AHMEDABAD ,GUJARAT ORGANISATION"**

SR. MANAGER ADMINTRATION MAY 2019 – SEP 2019

ROLES & RESPONSIBILITIES :

- Manage admin facilities ,infra development and Maintenance at all Ahmedabad Location's

Office Location	Office Locality	Office Area (Sqft)	Capacity
Ahmedabad	Near Passport Office	15000	150
Ahmedabad	Prahalad Nagar	8000	80
Ahmedabad	Bopal	3500	35
Ahmedabad	Maninagar	6000	30

- Third party Contracts management.
- Event Management, organizing meetings, conferences, for client and visitor.
- Travel and vehicle arrangement for company client and Sr. Executives.
- Asset Management of all Site operations assets across multiple locations.
- Cost control and ensuring timely implementation of the project.
- Manage administrative activities involving purchase of equipment's, maintenance of procurement, housekeeping, safety, security, employee induction etc.
- Vendor Management
- Define process /SOP's & SLA's with respect to admin activities .
- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Handling office operations, inter-office correspondence, confidential mails, quotations, monthly billing, cheque, etc.
- Admin Budget Preparation & MIS Preparation

**CIGNEX DATAMATICS TECH. LTD. "A LEADING MULTINATIONAL IT SOFTWARE
AHMEDABAD , GUJARAT COMPANY"**

SR. MANAGER ADMINISTRATION

JAN 2011 – APR 2019

ROLES & RESPONSIBILITIES :

- Manage Infrastructure set up , development , Maintenance and facilities at all India Location's.

Year	Location	Office Area(Sqft.)	Office Capacity (nos.)
2012	Ahmedabad	8500	90
2014	Bangalore	12000	110
2016	Noida	5500	50
2017 & 18	Gurgaon	3200 + 2200	35 + 20

- Setup Admin infra for "Extended Development Center " as per client requirement .
- Cost Optimization and ensure timely completion of the project.
- Third party Contracts management.
- ISMS (ISO 270001) Audit, Processes implementation, Documentation, Control checks etc
- Hospitality , Event Management, organizing meetings, conferences, for client and visitor.
- Transportation: Travel and vehicle arrangement for company client and Sr. Executives.
- Asset Management of all Site operations assets across multiple locations.
- Manage administrative activities involving purchase of equipment's, maintenance of procurement, housekeeping, safety, security, employee induction etc.
- Vendor Management
- Define process /SOP's with respect to admin activities .
- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Handle office operations, inter-office correspondence, confidential mails, quotations, monthly billing, cheque, etc.
- Admin Budget Preparation & MIS Preparation

ROLES & RESPONSIBILITIES :

- Managing infrastructure development ,Maintenance and Facilities at all Ahmedabad Location's

Office Location	Office Building	Office Area (Sqft.)	Office Capacity
Ahmedabad	Karm Bhumi	20000	200
Ahmedabad	National Plaza	20000	150
Ahmedabad	Maradia Plaza	10000	100
Ahmedabad	Akash Ganga	7500	70

- Ensure to complete admin task as per defined admin SLA.
- Plan and prepare monthly reports pertaining to maintain office infrastructure and facilities.
- Event Management, organizing meetings, conferences, for client and visitor.
- Travel and vehicle arrangement for company client and Sr. Executives.
- Manage administrative activities involving purchase of equipment's, maintenance of procurement, housekeeping, safety, security, etc.
- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Manage administrative activities like general admin, verification of stationery stock, petty cash, courier, pest control, housekeeping, etc.
- Handle office operations, inter-office correspondence, confidential mails, quotations, monthly billing, cheque, etc
- Transportation: Travel and vehicle arrangement for company client and Sr. Executives.
- Vendor Management
- MIS Preparation

IIMA (UNDER H.H.S SERVICES) “A PREMIER EDUCATION INSTITUTE OF INDIA “
AHMEDABAD ,GUJARAT

H.O.D (HOUSEKEEPING & FRONT OFFICE) DEC 2004 – NOV 2006

ROLES & RESPONSIBILITIES

- Manage maintenance and Facilities of KLMDC UNITS .
- Manage day to day operation of HK & Front office
- Ensure to completion of housekeeping services and readiness of rooms ,classes , Meeting & Conference rooms .
- Coordinate in Event Management, Hospitality during meetings, conferences .
- Coordination of vehicle arrangement for employee, Faculties and Participant .
- Manage administrative activities involving purchase of equipment's, housekeeping, safety, security, etc.
- Supervision of Front office operations ,mails .
- Preparing weekly reports of rooms availability, HK material consumption & requirement .

HOTEL BEST WESTERN & COCONUT “BEST WESTERN GROUP OF HOTELS”
GROVE RESTAURANT
AHMEDABAD ,GUJARAT

F & B SUPERVISOR NOV 2000 – OCT 2004

ROLES & RESPONSIBILITY :

- Manage and Supervise F & B and Front Office Services.
- Manage arrangement and Supervise ODC's .



SKILLS

- Manage Admin Operation (Security, Fire Safety, HK, Guest House, CCTV Cafeteria ,Transportation etc...)
- Infrastructure Setup & Development
- ISO Compliance checks , Control & Implementation.
- Fleet Management
- Hard & Soft Maintenance
- Contract Management
- Vendor Management
- Purchase / Procurement /Sourcing
- Event Coordination & Management
- Define SOP's & SLA's
- Budget
- Admin MIS & Dashboard
- Cost Optimization
- Customer & Client Hospitality
- Employee's Feedback /Survey



CERTIFICATION & EDUCATION



Green Belt Lean Six
Sigma

Pursuing



Yellow Belt Lean Six
Sigma

Yr. 2021

Effort Consulting



Hotel Management

Yr. 1997 - 2000

Durgapur Society of
Management Science. West



Senior Secondary
Board

Yr. 1994 - 1997

B.B.S.C

Yr. 1994

C.B.S.E

