



AJIT KUMAR

Mobile No:-91-9913431461

Email:- [Sonukumarks@gmail.com](mailto:Sonukumarks@gmail.com)  
[Sonukumarks@rocketmail.com](mailto:Sonukumarks@rocketmail.com)

**Experience Abridgment:**

Over all 1 year experience as Advocate in Ahmedabad Courts (2009) and 12year experience in Administration Dept in Arvind Ltd;

Handling complete administration department of Company's Head office and site offices;

Assisting the Senior Management in day to day operations;

Auditing and processing monthly bills;

Assignment of work, monitoring day-to-day activities of the team.

Good Knowledge of ERP & SAP Module.

Preparing Purchase Order, Work order, MRN, in ERP system

Knowledge of Microsoft Office, Including word, Excel and Outlook, Lotus Notes

An effective team leader and dedicated team worker. Hard working, sincere and career oriented.

**Novemeber end i will be at UK received 5years visa**

**Organisation & Experience Detials**

**APRIL- 2022 TO OCT**

**2022**

1. **Goyal company & Riveriainfra company – Assitant Manager (( Role- Admin Head ))**

**Entire Adminstration & site Administration**

**Total 8 site admin report to me**

**Making SOP for admin related**

**Making MIS for entire site for cost control**

**Entire travel booking**

**IR –issue handling**

**Rest below thing are handling**

**All the site Petty cash approving & controlling**

**Site related issue resloving**

**Event Managment**

**Guest House finalization to Guest House MIS**

**Each site Secuirty handling**

**Bill approving, checking & processing**

**Legal aggrement processing**

**IT- Query handling each site**

**I have good experience given Industry Manufacuring-textile /Waterbussiness/ Engineering sector/ Infra structure/**

**I am ware of Medcial line process**

**Organisation and Experience Details:**

**1 .ARVIND ENVISOL PVT LTD**

**POSTION: - Sr.Executive – HR/Administration Operation  
MARCH -2022 )**

**(MARCH-2012 TO TILL**

**Current job Description:**

Handling complete administration department of Head office and site offices;  
Assisting the Senior Manager-Administration in day to day operations;  
Auditing and processing monthly bills;  
Assignment of work, monitoring day-to-day activities of the team;  
Motivating self and the team to discharge their duties with perfection;  
Initiating new ideas for cost reduction;  
Vendor Management (Security, Housekeeping, Office Boys & Food related vendors);  
In charge for Access control & ID cards;  
Monitoring all the functions of Front Office,Travel,tel bookings & Correspondence Management;  
Co-ordination with H.R & Sr.Mgmt team Additional requirements;  
Co-ordinating with H.R with H.R team regarding New seat/space allocation;  
Co-ordinating for offsite/parties / Picnics & event management;  
Vendor bill tracking & co-ordinating with finance;  
Checking training room requirement / Upkeep/Training Coordination;  
Key Management ( Locker Room / Pedestal / Cabins & Rooms );  
MIS / Monthly Provisions / Trackers for Admin;  
Basic First Aid Training & Work Safety & Heath related compliances;  
Monitoring incoming documents/invoices/bills / Courier etc.;  
Office Stationery -Accounting/ Issuing/ Tracking etc.;  
Access Control Cards Printing & Issue;  
Making Leave & License Agreements for the guest house;  
PO finalization as per the request from Sr. Manager;  
House Keeping:- Coordinating and monitoring to ensure that adequate staffing is available at all required places like cafeteria and wash rooms. Ensuring that cleaning is done as per the daily, weekly and monthly check list.  
Taking round of the facility to check proper upkeep of the office.

**CEO, CBO & COO Work**

**Entire dictation work for 40 w.p.m**

**Meeting scheduling**

**Their travel booking for international and domestic**

**Visa check and processing**

**Travel settlement expense handling my me**

**Sales & Marketing**

**Event Management –co-ordination**

Exhibition: - Necessary items procurements  
Transportation-Co-ordination  
Product details sending to customers  
Sales Budget meeting co-ordination  
Payment follow up

## **Insurance**

### **Car Policy**

### **International Policy handling for employees**

### **Factory Insurance**

### **Labour insurance**

### **Medical Insurance for employees**

## **Travel Bookings:-**

As per the request from department's book domestic / international tickets.

Supervising all the functions of travel desk.

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Visa Handling from ending co-ordination.

Client Meetings:- As per the schedule arranging for transport, accommodation, food and conference facility.

Cafeteria Management:- Formulating the food committee involving all the processes and finalizing the food menu.

Ensuring food and snacks availability as per the schedule and as per the quality standards. Surprise checks of cafeteria & food sampling. Ensuring proper housekeeping in the cafeteria.

Dollar arrangement for international employees

Security Management:- Posting security for personal security, material movement and monitoring CCTV...

## **Procurement**

Oversee purchasing and stock of household/washroom/cleaning items

Planning & Purchasing of Stationery items

Procurement of IT items used for various purposes

Procurement of various items used on day to day basis in the company owned Guest House at feasible rates

Procurement of various items used in the Office cafeteria at economical rates

**Asset Management:-** Maintaining the details of all the assets including workstations, pedestals, racks, LCDs , and all other furniture / fixtures in the office as per the format. Do the regular checks about the maintenance of them.

## **Compliance**

All the bills is routed through me only ( Checking PF/ESI/PT)

Labour license renewal according different state site requirement

Factory insurance

Plant visit

Fire & safety

**Guest House Management:-** Handling company leased accommodations and guest houses

Checking proper cleaning / maintenance of the guest house.

Allotment of rooms as per the convenient of guest / as per designation.

Checking of bills / invoice for the guest house purchase.

Closely monitor the activities of care takers.

Renewal of Leave & License agreement, NOC & other documentation part.

**Commercial functions and Management:-**

Vendor Selection

Vendor Evaluation and Finalization

Vendor Performance Management

Projects / Setting up new offices:-

Making / updating snag list of new projects.

Checking / observing the material for the office furniture.

Arranging drawings of office with help of Architect.

Forwarding Daily / Weekly & monthly updates to Sr. Manager about the new project.

**Compliance:-**

Provide confidential administrative support to the senior management team..

Vendor development and maintaining vendor relationship.

Labour license

Maintaining attendance & tracking leave details of the employees.

Preparing Attendance Sheet for Salary Payments.

Maintaining Stock Records relating to Office Pantry

**Mail Desk and Stationery:-**

Coordinating with mail desk team to ensure proper distributing of inward and outward couriers and mails.

Monitoring the Xerox desk for availability at all required times.

Job Description:

**ERP installation:**

- Printer handling tonner
- Email-Id coordinator
- Internet coordinator
- Laptop desktop printers handling
- IT –coordinators

**Reporting to CEO and Head HR.**

**2 .ERHARDT +LEIMER (INDIA) LTD(SANAND)**

**POSTION: - OFFICE ASSITANT**

**(FEB-2011 TO FEB 2012)**

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**Reporting to General Manger HR.**

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**Job Description:**

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**Recruitment & Selceton:**

- Responsible for end to end recruitment process.
  - Using Various system for recruitment including job portals, consultants, Head hunting, Referral Schemes & advertisement.
  - To maintain database as a Soft copy and Hard copy for smooth running of recruitment.
  - Scheduling & Interviewing Candidates, Selection, Verification Process, Reference Checks.
  - Prepartion of Offer letter, Appointment Letter, Confirmation Letter & Appraisal Letter.
  - Finalizing the candidates and joining formalities to new joiners. Replacing the Vacancies in time with suitable position.
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**Pay Roll and Legal Compliances:**

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- To take care of Attendance & Leave
- To take care of Loan & Advance and deduction

- To assist for all audits including ISO- OHSAS.

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#### **Administration Work**

- Travel Arrangements/Bookings makes travels booking requested by the Office staff, Booking records, Inform travelers of details, arrange accommodation for certain meeting.
- Security Issues
- Daily Plant Inspection
- Maintaining of First- Aid Box of all the Units.(Fire & Safety)

#### **3) COURT EXPERIENCE AS ADVOCATE**

**(DEC -2009 TO DEC-2010)**

##### **POSITION:-JUNIOR ADVOCATE**

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##### **Job Description**

- Attending the court matters on behalf of Senior Advocate (Jamnagar, Bavanagar, Rajkot .
- Taking dates from the court.( Civil, Criminal,Labour).
- Maintaining records.
- Tie up with Advocate for AMC, contract for licensing, Negotiable for payment issue

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#### **4) ARVIND LTD, SANTEJ**

##### **POSITION :-OFFICER MANUFACTURING**

**(JUNE -2007 TO JUNE -2009)**

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##### **Job Description**

Maintains records of dyeing, bleaching & finishing dept .  
Doing Costing.  
Recruitment labors.  
Attendance handling  
Admin Activities.

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##### **Technical Knowledge**

- Microsoft Office, Including word, Excel and Outlook, Lotus Notes.
- Internet Recruitment Techniques.
- Good Sap Knowledge in HR Module and Production Module.
- State Board examination of Typing (40.W .P.M)

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#### **Academia**

| Degree         | Specialization     | Institute                      | University            | Percentage | Year        |
|----------------|--------------------|--------------------------------|-----------------------|------------|-------------|
| <b>MBA</b>     | <b>HR</b>          | <b>NIMS</b>                    | <b>Delhi</b>          | <b>70%</b> | <b>2014</b> |
| <b>M.com-2</b> | <b>Accountancy</b> | <b>External</b>                | <b>Guj University</b> | <b>50%</b> | <b>2010</b> |
| <b>LL B</b>    | <b>Law</b>         | <b>Daulat Bhai Law College</b> | <b>Guj University</b> | <b>59%</b> | <b>2009</b> |
| <b>B.com</b>   | <b>Accountancy</b> | <b>H A college</b>             | <b>Guj University</b> | <b>54%</b> | <b>2005</b> |

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#### **Personal Dossier:**

- **Marital Status** :- Married
- **Language Known** :- **English, Hindi, Gujarati, Malayalam & Tamil**
- **DOB** :- September 10, 1984,
- **Address** :- C-204 Shaym Villa Green, Haridarshan chodki, Shalby Hospital  
Naroda-380025

KS AJIT KUMAR

