**ASHU SHARMA**

**E-Mail:** [jmstmurphy779@gmail.com](mailto:jmstmurphy779@gmail.com) **Mobile:** +**91-9574089106**

**OBJECTIVE:**

Seeking a challenging and responsible position of an admin supervisor that will provide me an opportunity to utilize my experience in a renowned organization

**SKILL:**

* Strong interpersonal & organizational skills
* Excellent knowledge office etiquette and phone manner
* Computer proficiency in MS-Word, Excel, PowerPoint, office and Windows operating systems
* Good customer service skills and has the ability to build and maintain relationship with customers
* Possess excellent interpersonal, communication and presentation skills
* Outstanding customer service, organizational and data entry skills

**EDUCATIONAL QUALIFICATION:**

2017-18: **MBA in Hr / Admin, Sikkim Manipal University, (In First Year) cont.**

My Core Subject include Marketing Theory, Managerial Economic, Demand analysis,

Marketing Management, Consumer behavior, Qualitative and Quantitative Research

Method, International Marketing, performance management relieving formalities,

New product Development and Marketing Communication. This Course will enhance

And Strengthen My skill and Knowledge to understand market, Business Administration

2009-12: **Bachelors of Arts,**

Gujarat University, INDIA

Modules Included: Marketing Management, Marketing Research, organization Behavior

International business Management, Demand of customer, company’s Profit & Loss,

Quality function area, Production knowledge ETC.

2003-04 **D.E.O (Data Entry Operator) Short Term Course**

From, I.T.I Kubernagar, Ahmadabad (Gujarat)

2002-03 **GHSEB 12th Board Exam**

Commerce with Mathematics: Scored 75 % on an average. Core subject were

Business studies, English, Economics and Accountancy, Statics

2000-01 **GSEB 10th Board Exam**

Scored 72% on an average. Core Subjects Were English, Mathematics, Science

And Social Science.

**ACHIVMENTS:**

**(1)** Iwas awarded Best “Customer Support executive “for the year 2008' in

Vodafone Limited (Rajasthan Process)

**(2) I was awarded with the best performance employee (executive) for the**

**Year of 2009 in Aegis**

**WORK EXPERIENCE**

**ORGANIZATION:** MITSUBISHI ELECTRIC INDIA.PVT.LTD.

**DURATION: April** 2017 to Till

**DESIGNATION: Sr. Administration Executive**  (West India Gujarat, M.P. Maharashtra)

**General Administration Work**

* Property Selection, Rent & Location
* Negotiating the best deal subject to prevailing market rates)
* Registration and Documentation, Interior fit outs & White goods procurement,
* Set up branch within fit out period and hand over to the concerned Channel
* Relocations of Existing Premises to Reduce Rent Effectively and Save Cost
* Vendor selection based on best Cost, Quality Control, BOQ & Efficient Space Designing layout
* Supervise execution as per budget
* Relocation of Employees in a hassle free manner BILLING & MIS
* Maintain all information for Official/Residential Properties purchased / rented by IFLIC including historic data if any
* Timely invoice verification and payout of Vendor payment.
* Responsible for monthly disbursement of rental for PAN India branches in oracle system FACILITIES
* PAN INDIA AMC CONTACT- AC UNITS, PEST CONTROL,DG SET, UPS & MFD Machine, Maintain the PM reports and following for same, House Keeping & Security management.  
    
  **OFFICE UPKEEP & MAINTANANCE (Housekeeping)**
* Office maintenance
* Physical checks and verification of serviceability of each aspect of maintenance
* Electrical, Mechanical, Civil and need for repairs- incl or excel in the AMC.
* Office furniture repairs, carpet/chair shampooing,
* Ac's, fire alarm system, lighting, toilet/pantry repairs etc.
* Facilities management & employee comfort.
* Briefing the HK and OBs on duties and specific checks ensuring proper uniform, discipline and conduct,
* Surprise checks for various points from time to time both in the day and night.
* HK material purchase Proper use with in budgets.   
    
  **SECURITY MANAGEMENT & TASKING**.
* Weekly briefing of guards on duties and specific checks ensuring proper uniform, discipline and conduct while dealing with employees and visitors.
* Surprise checks for various points from time to time both in the day and night.
* Check Fire System every Week get Report From Vendor ( Healthy status).

**TRAVEL DESK:**

* Hotel Bookings for PAN India for Business purpose.
* Travel arrangements for PAN India for Business purpose.
* Find Pan India Vendor for Cab booking.  
    
  **FRESH /Renewal of Lease Agreement:**
* Maintain record of all lease agreements and timely renew the same coordinating with Local office, Landlord, Finance, Legal and HO admin.

**OTHER ACTIVITES :**

* C ordinate with all Branches for provide service
* Office Maintenance
* Handling Events like office picnic, Annual; day celebrations, Guests
* Canteen Hygiene
* Fire safety check and take follow up every year for refilling (Smoke Detector, fire alarm)
* New asset purchase, Scrap old asset, ETC
* Travel & visit branch for Audit purpose.
* Infrastructure Development.
* CSR activity.

**ORGANIZATION:** QUICK HEAL TECHNOLOGIES LTD

**DURATION: April** 2015 To March 2017

**DESIGNATION: Sr. Administration Executive**  (All GUJARAT REGIONS)

**General Administration Work**

Property Selection, Rent & Location\* Negotiating the best deal subject to prevailing market rates)\* Registration and Documentation, Interior fit outs & White goods procurement,\* Set up branch within fit out period and hand over to the concerned Channel\* Relocations of Existing Premises to Reduce Rent Effectively and Save Cost\* Vendor selection based on best Cost, Quality Control, BOQ & Efficient Space Designing layout\* Supervise execution as per budget\* Relocation of Employees in a hassle free mannerBILLING & MIS\* Maintain all information for Official/Residential Properties purchased / rented by IFLIC including historic data if any\* Timely invoice verification and payout of Vendor payment.\* Responsible for monthly disbursement of rental for PAN India branches in oracle systemFACILITIES :\* PAN INDIA AMC CONTACT- AC UNITS, PEST CONTROL,DG SET, UPS & MFD Machine, Maintain the PM reports and following for same, House Keeping & Security management.  
  
**OFFICE UPKEEP & MAINTANANCE (Housekeeping)**\* Office maintenance   
\* Physical checks and verification of serviceability of each aspect of maintenance   
\* Electrical, Mechanical, Civil and need for repairs- incl or excel in the AMC.  
\* Office furniture repairs, carpet/chair shampooing,  
\* Ac's, fire alarm system, lighting, toilet/pantry repairs etc.   
\* Facilities management & employee comfort.  
\* Briefing the HK and OBs on duties and specific checks ensuring proper uniform, discipline and conduct, \* Surprise checks for various points from time to time both in the day and night.  
\* HK material purchase Proper use with in budgets.   
  
**SECURITY MANAGEMENT & TASKING**.  
\* Weekly briefing of guards on duties and specific checks ensuring proper uniform, discipline and conduct while dealing with employees and visitors.   
\* Surprise checks for various points from time to time both in the day and night.  
**TRAVEL DESK:**

\* Hotel Bookings for PAN India for Business purpose\* Travel arrangements for PAN India for Business purpose  
\* Find Pan India Vendor for Cab booking.  
  
**FRESH /Renewal of Lease Agreement:**  
\*Maintain record of all lease agreements and timely renew the same coordinating with Local office, Landlord, Finance, Legal and HO admin   
OTHER ACTIVITES\* C ordinate with all Branches for provide service\* Office Maintenance\* Handling Events like office picnic, Annual; day celebrations, Guests\* Canteen Hygiene\* Fire safety check and take follow up every year for refilling (Smoke Detector, fire alarm)\* New asset purchase, Scrap old asset, ETC\* Travel & visit branch for Audit purpose.  
\* Infrastructure Development.

**\* ORGANIZATION:** BAJAJ ALLIANZ LIFE INSURANCE CO.LTD

**DURATION:** March 2013 To Nov 2014

**DESIGNATION:** Admin Executive (All GUJARAT REGIONS)

Designation Regional Admin (GUARAT) (Date: 21st March 2013 to Sept 2014 )   
  
**NEW BRANCH ROLL OUT & SETUP.**  
\* Property Selection, Rent & Location  
\* Negotiating the best deal subject to prevailing market rates)  
\* Registration and Documentation, Interior fit outs & White goods procurement,  
\* Set up branch within fit out period and hand over to the concerned Channel  
\* Relocations of Existing Premises to Reduce Rent Effectively and Save Cost  
\* Vendor selection based on best Cost, Quality Control, BOQ & Efficient Space Designing layout  
\* Supervise execution as per budget  
\* Relocation of Employees in a hassle free manner  
**BILLING & MIS**  
\* Maintain all information for Official/Residential Properties purchased / rented by IFLIC including historic data if any  
\* Timely invoice verification and payout of Vendor payment.  
\* Responsible for monthly disbursement of rental for PAN India branches in oracle system  
**FACILITIES :**  
\* PAN INDIA AMC CONTACT- AC UNITS, PEST CONTROL,DG SET, UPS & MFD Machine, Maintain the PM reports and following for same, House Keeping & Security management.

**OFFICE UPKEEP & MAINTANANCE (Housekeeping)**

\* Office maintenance

\* Physical checks and verification of serviceability of each aspect of maintenance

\* Electrical, Mechanical, Civil and need for repairs- incl or excel in the AMC.

\* Office furniture repairs, carpet/chair shampooing,

\* Ac’s, fire alarm system, lighting, toilet/pantry repairs etc.

\* Facilities management & employee comfort.

\* Briefing the HK and OBs on duties and specific checks ensuring proper uniform, discipline and conduct, \* Surprise checks for various points from time to time both in the day and night.

\* HK material purchase Proper use with in budgets.

**SECURITY MANAGEMENT & TASKING**.

\* Weekly briefing of guards on duties and specific checks ensuring proper uniform, discipline and conduct while dealing with employees and visitors.

\* Surprise checks for various points from time to time both in the day and night.

**TRAVEL DESK:**  
\* Hotel Bookings for PAN India for Business purpose  
\* Travel arrangements for PAN India for Business purpose

\* Find Pan India Vendor for Cab booking.

**FRESH /Renewal of Lease Agreement:**

\*Maintain record of all lease agreements and timely renew the same coordinating with Local office, Landlord, Finance, Legal and HO admin

**OTHER ACTIVITES**  
\* C ordinate with all Branches for provide service  
\* Office Maintenance  
\* Handling Events like office picnic, Annual; day celebrations, Guests  
\* Canteen Hygiene  
\* Fire safety check and take follow up every year for refilling (Smoke Detector, fire alarm)  
\* New asset purchase, Scrap old asset, ETC  
\* Travel & visit branch for Audit purpose.

**\*** InfrastructureDevelopment.

**ORGANIZATION: ROYAL SURGICARE PVT.LTD (which is a Surgical Product Manufacturing Company)**

**DURATION:** September 2010 to March 2013

**DESIGNATION:** ADMIN SUPERVISOR (ADMINISTRATOR) / EXECUTIVE ASSISTANT

**GENRAL ADMINISTRATION**

* Responsible for managing and supervising the daily activities of administrative staff.
* Recruit new staff and evaluate the performance of the administrative and clerical staff.
* Organize meetings, handle filings and prepare reports for management staff.
* Maintenance of Office cars/Booking of vehicles.
* Consolidating Client list, Communicating and answering their queries by e-mail and telephone.
* Planning extra activities like festival, Birthday.
* Conduct training programs with concern of the respective department for new hires.
* Responsible for managing and supervising the daily activities of administrative staff.
* Organize meetings, handle filings and prepare reports for management staff.
* Coordinate with vendor to complete their work.
* Pan India Hotel booking.
* Handling travel Desk (Cab Booking Pan India)
* Assets purchase within budget or low price.
* Fire safety maintain record for Fire extinguishers for service.

**OFFICE Upkeep & Maintenance (Housekeeping)**

\* Office maintenance

\* Physical checks and verification of serviceability of each aspect of maintenance

\* Electrical, Mechanical, Civil and need for repairs- incl or excel in the AMC.

\* Office furniture repairs, carpet/chair shampooing,

\* Ac’s, fire alarm system, lighting, toilet/pantry repairs etc.

\* Facilities management & employee comfort.

\* Briefing the HK and OBs on duties and specific checks ensuring proper uniform, discipline and conduct, \* Surprise checks for various points from time to time both in the day and night.

\* HK material purchase Proper use with in budgets.

\* Check Electricity Load maintain proper load consumption

\* provide quarterly earthing reports for Electricity safety.

**SECURIT MANAGEMENT & TASKING**

\* Weekly briefing of guards on duties and specific checks ensuring proper uniform, discipline and conduct while dealing with employees and visitors.

\* Surprise checks for various points from time to time both in the day and night.

\* Arrange Proper training for electricity, fire safety equipment’s.

**ORGANIZATION:** AEGIS B.P.O LIMITED (ESSAR GROUP)

**DURATION:** OCT 2008 TO OCT 2009

**DESIGNATION**: CUSTOMER SUPPORT EXECUTIVE (T.L.)

* Maintain customer relation client relation with the company
* To provide the customer satisfaction in all products and new sachem
* I worked with **AEGIS B.P.O LIMITED ( ESSAR GROUP) in Customer Support area**

I worked as a customer support executive **for 13 month**

After 7 Months best performance promoted as a **FLOOR ASSISTANCE (T.L)**

**ORGANIZATION:** VODAFONE LIMITED (RAJASTHAN PROCESS) CUSTOMER SUPPORT AREA

**DURATION:** JUN 2007 TOOCT 2008

**DESIGNATION:** CUSTOMER SUPPORT EXECUTIVE

* TO RESOLVE CUSTOMERS PROBLE AND PROVID BEST COMPANY’S FACILITY
* To provide the customer satisfaction in all products and new sachem
* Maintain customer relation client relation with the company
* **My Responsibility covered area (1)** to handle GOLD / Premium Customers (2) to solve their queries (3) to provide good & beneficial Scheme

**PERSONAL DETAILS**

**NAME :** ASHU MAHENDRA KUMAR SHARMA

**ADDRESS:** B-15 JAI AMBEY SOCIETY BHARGAV ROAD

KUBERNAGAR, AHMEDABAD-382340

**DATE OF BIRTH:** 10/JUN/1986

**MARR.STATUS:** MARRIED

**GENDER :** MALE

**EMARGENCY NO:** 079- 22801905

**NATIONALITY:** INDIAN

**LANGUAGE:** ENGLISH, HINDI, GUJARATI, RAJASTHANI

**YOUR’S FAITHFULLY**

**ASHU.M.SHARMA**