## CURRICULUM VITAE

## Devendra Parmar

AT & Post-Sughad

City - Ahemdabad

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**CAREER OBJECTIVE**

* To work with an esteemed & reputed organization that encourages growths and recognition with helps me to develop my managerial and entrepreneurial skills.

**EDUCATIONAL BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Qualification** | **University / Board** | **Year of Passing** | **Percentage** |
| 1 | B. Com | Gujarat University | April-2010 | Pass |
| 2 | XII (12th Commerce) | Gujarat State Education Board | March – 2004 | 67.33 |
| 2 | X (10th) | Gujarat State Education Board | April - 2000 | 68.00 |

**Computer knowledge:** M.S. Office, Scanning and Internet Awareness.

**My preferable areas:-**

* Administration

**Key Skill:-**

* Strong office administration with Vendor Managements, Purchase & Facility managements.
* Ability to Man Power Management
* Ability to Work under pressure
* Ready for any challenges

**PROFESSIONAL EXPERIENCE:-**

**Organization : RadixWeb**

**Designation :** Admin Assistance

**Tenure :** Present job (Since 10th April, 2013)

**Company Profile** : [www.radixweb.com](http://www.radixweb.com)

**Job Profile :** Admin Activities

**Key Responsibility**:-

1. **Manpower management:** Managed Office boy/peon staff to company all premises. Ensure to peon available to all branches.
2. **Third-party vendor Management:** Housekeeping agency, security agency, Annual maintenance contract, courier agency, Travel agency etc.

Over handling to managed yearly service agreement and contract and renewal, co-ordinate with agency SPOC regarding service query or further process.

1. **Company Housekeeping**: Managed housekeeping service to company all premises.
2. **Company Security**: Managed security according company policy i.e. visitor, material in-ward & outward, vehicle parking and housekeeping attendance Etc.
3. **Company Maintenance**: Managed all maintenance tasks and complaints to company all premises. I.e. electricals, plumbing, Air-condition systems, building maintenance, furniture and others breakdown.
4. **Bill Desk Payments**: Managed to company monthly bills regarding utility and third party services i.e. Housekeeping, security, water supplier, courier, Xerox, electricity bill & lease premises maintenance and rent payments etc. checked with all parameters like manpower attendance , contracted rate, and other physical data which applicable for the service ensure. Bill Produce to the A/c department for the payment.
5. **Asset Inventory:** To upkeep data regarding physical assets to the company all premises. Manage to assets with proper Asset code.
6. **Material inventory:** Managed to inventory of Grocery, crockery items, housekeeping materials & stationary items consumption on daily basis.
7. **Purchase:** Managed to all purchase to the company requirements i.e. grocery items, cleaning material, electrical, plumbing material , stationary & printed stationary items, furniture and other items according company purchase policy.
8. **Purchase Order:** Prepare to purchase order accordingly company requirements.
9. **Liaison work:** Managed to liaison work with local govt. body i.e. Municipal Corporation, Torrent power, BSNL, visa agency and prepare documents accordingly process.
10. **Vendor Management:** Managed to various vendors according company requirements with comparative quotations, negotiation. Evaluate to the regular vendor with market current situations. Keep update vendor details for company peruse.
11. **Monthly Reports:** Managed monthly reports of purchase, utilities, maintenance breakdowns with proper format and produce to senior for monthly cost for company administration budget.
12. **Company Events & Function:** Managed to company events and celebration i.e. Annual Day, Diwali & other festival celebration, sports events. Prepared to costing and produce to the senior for approval. Co-ordinate with HR dept for events flow and help to accordingly.
13. **Clients /Guest Relaxations**: Managed to facility arrangements for client/ guest visit to the company. I.e. Hotel accommodation, food & beverages, traveling gifts etc.
14. **Travels arrangements:** Managed to company employees overseas traveling. i.e. Visa, Air-ticket booking, overseas medical policy.
15. **Fire Safety:** Managed fire safety to company all premises. Ensure to availability fire fighting equipments fire extinguishers. Arrange to fire safety training for employees.
16. **Courier**: Managed to company local, domestic and international courier shipment and update data to the same.
17. **New Branch Setup:** Managed new branch set-up according company basic requirements. To set various vendors and co-ordinate with them according assigned task. Quotations, negotiation, compliance policy and payments terms.etc discuss to senior and get completed to the same.co-ordinate with building association for the membership and basic requirements.
18. **Field work**: Managed out side work to the company requirement.
19. **Patty Cash:** Managed Cash expense and daily minor expenses accordingly company policy.

**Achievements:**

1. During working Radixweb I have explore my administration skills.
2. Set processes for all various tasks which help to smooth operate.
3. Establishment two new branches set-up which have added more skill in administration profile.

**Organization : Cygnet InfoTech Pvt. Ltd.**

**Designation :** Admin Assistance

**Tenure : 1.10 years (22nd** June, 2011 to 8th April 2013)

Company Profile : [www.cygnet-infotech.com](http://www.cygnet-infotech.com)

**Job Profile :**  Admin Activities

* Third party vendor management i.e. Housekeeping service, Security services, Cab service, tea supplier, water supplier etc.
* Company Car management. I.e. staff pick-drop service, out station traveling.
* Man power management i.e. Peons, Drivers, housekeeping staff.
* Physical Assets procure and inventory.
* Company Events management. i.e. Get to gather, Festival celebration and sports day.
* Over handling repairing and maintenance Electrical, telephone and other fixed Asset.
* Maintain all register as hard and soft copies. i.e. Visitor register, Inward/outward register, key register, Asset register, book register and courier register.
* Guest or client facilities arrangement. i.e. Hotel/apartment booking, food and other requirement.
* Purchasing as per company requirement. i.e. stationary, Housekeeping material, crockery item and other basic requirement.
* Over handling ISO audit regarding admin department.
* Operating company outside work i.e. franking and notary of Employee confidential agreement.
* Handling Petty cash as per office minor expense.

**Organization : C-metric Solution Pvt Ltd.**

**Designation :** Process Associate

**Tenure :**  2 .4 Yrs

Company Profile : [www.c-metric.com](http://www.c-metric.com)

**Job Profile :** Data Processing

* Prepared legal document instructed by process/ team lead.

**Organization : Malay J Dalal Associate (Citibank bank Credit card Dept.)**

**Designation :** Back office Executive

**Tenure :**  1 Yrs

**Job Profile :** Data Management and Cash Handling

* Handling cash and cheque deposit by customer and collection executives.
* Upload the all data in the system.
* Maintain visitor register.

**Organization : Shreeji Hospital**

**Designation :** Receptionist

**Tenure :** 2 Yrs

**Job Profile :** Data Management and Admin Activities

* Maintaining all files and registers .i.e. Patient register, staff attendance register and inward/outward register.
* Assets Procure and maintenance.
* Coordinate with supplier and vendor regarding hospital requirement.
* Management to Man power, i.e. peons and Housekeeping staff.

**Personal Details:-**

* Date of Birth : 19-09-1986
* Nationality : Indian
* Gender : Male
* Languages : Gujarati, Hindi & English