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| **VISHAL JOSHI**  **Senior Professional (Senior Admin Executive – Administration)**  Administration | Facilities Planning & Execution | Logistics Management  Excellence in devising innovative strategies & formulating administrative policies, operational improvement and improving internal processes & procedures  22/169, GHB Colony, B/H City Gold Cinema, Nutan Mill, Saraspur, Ahmedabad-18, Gujarat  vishaljoshi2848@yahoo.co.in  +91-9510131494 | | | |
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| core24x24icons Key Skills | |  | knowledge24x24icons Profile Summary |
| |  | | --- | | Administration Management | |  | | Facilities/Event Management | |  | | Planning & Execution | |  | | Logistics Operations/Safety | |  | | Training & Development | |  | | Cost Optimization/Vendor Relation | |  | | Operational Performance | |  | | Employee Welfare & Conflict Mgmt. | |  | | Program & Project Management | |  | | | * **total 12+ years of experience** * Expertise in facility administration, logistics operations, infrastructure, employee welfare & amenities administration * Experienced in planning, monitoring and appraising job results, data processing, mail, materials scheduling and distribution, printing, records management, vendor management and security * Proven track record of excellence in: * Managing contracts, insurance requirements and government regulations and safety standards * Preparing annual budget, scheduling expenditures, analyzing variances, taking corrective actions & reviewing organizational performance and optimizing the same * Managing documentation as per ISO 9001-2008, arranging medical care facilities for employees * Mapping training needs, preparing annual training calendar & imparting training and monitoring the performance of the team * Partnered in strategizing, formulating & implementing various administration procedures & SOPs for smooth functioning of operations |
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| softskills24x24icons Soft Skills      Communicator Innovator  Thinker  Collaborator Intuitive | |  | career24x24icons Career Timeline    **Panamax Infotech as Deputy Manager-Administration**  **Maruti computer Education**  **Religare Finvest as**  **Administration Officer**   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | **Since 2019-20** | **2014-2019** | **2009 -2014** | **2007 – 2009** | | **Clarion Technologies Pvt Ltd- Sr. Admin Executive** |  | **Weizmann Forex as Admin. Head**  **Lohia Starlinger as AM - Administration** |  | |
|  | edu24x24iconsEducation |
|  | * M.Com. from Gujarat University in 2004 * B.Com. from Gujarat University in 2001   **IT Skills:** MS Office (Excel & PowerPoint) & Internet Applications |
|  |  | | | |
| * Personal Details   **Date of Birth:** 15th July, 1980    exp24x24icons Work Experience  **Clarion Technologies Pvt Ltd., Ahmedabad**  **Aug’19 – Till date**  **Sr Admin officer-Admin.**  **Key Result Areas:**   * Supervising a team of Housekeeping, front desk, Security etc. * Manage office supplies and place order. * Updates office policies as needed. * Schedule in-house and external events. * Preparing reports on expenses, office budgets, and other expenditures. * Supporting department managers, staff and CEO. * Preparing travel arrangements for office staff and managers. * Coordinating building and maintenance issue for general repairs. * Ensure a safe, secure, and well-maintained facility that meets environmental, health and security standard. * Dealing with government authority for any licensing work or certificate requirements. * Previous Experience   **Maruti Computer Education., Ahmedabad**  **June’15 – July 2019**  **Admin Manager and Admission Counselor.**  **Key Result Areas:**   * Looking all admin function of Branch. * Recruiting the teachers and staff. * Handling all legal work related to government and Bank. * Handling the marketing agency. * Tied up with school and education institute. * Solving the student and parents’ inquiry and complain. * Handling all purchasing requirement like computers and software. * Ensure a safe, secure, and well-maintained facility that meets environmental, health and security standard. * Dealing with government authority for any licensing work or certificate requirements.     **Panamax Infotech Ltd., Ahmedabad**  **Mar’14 – Jun’ 15**  **Deputy Manager-Admin.**  **Key Result Areas:**   * Supervising a team of admin., front-office & back-office department * Maintaining office staff by coaching, counseling & disciplining employees while planning and appraising job results * Ensuring operations run smoothly within departments such as information & data processing, mails, materials scheduling & distribution, printing, records management, vendor management, security and others * Planning and implementing office systems, layouts, equipment procurement and workplaces * Managing contracts, insurance requirements and government regulations & safety standards * Achieving financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions * Designing spreadsheets, slide shows, presentations, other documentation as needed & keeping management informed by reviewing & analyzing reports; summarizing information * Arranging meetings with Senior Managers to review organizational performance * Leading and monitoring the long and short-term maintenance needs   **Highlights:**   * Prepared the monthly health & safety statistics reports every 7th of every month including entire administrative task and submitted the same to the management * Supervised the service contracts like AMCs & ensured that services are performed to the levels and maintained reports * Arranged the events like R & R, Birthdays and so on     **Lohia Starlinger Ltd., Ahmedabad**  **Sep’11 – Mar’14**  **Senior officer ( O4)-Administration**  **Key Result Areas:**   * Prepared monthly profit & loss statement of branches, weekly meeting with the team for the target review, attended the customer queries and providing solution * Maintained the Store Department; managed the all the paperwork as per ISO 9001-2008 * Spearheaded vendor management, pay in pay out of bills, identification of new sites for developing the new branches as per the requirement from Head Office * Negotiated rent with the owner as per the market scenario & arranged the travel and accommodations for the guest * Ensured proper recording of companies asset and tracked their proper functioning * Managed the lease agreement assigned from the owner and registered from the corporation * Liaised with the government local body for the inspection and audit purpose * Worked on professional tax registration and SHOPEC certificate * Mapped hiring requirements, formulated & executed admin. policy; enhanced resources information system & quality * Administered personnel management functions such as payroll processing, salary administration, claims & leaves * Arranged medical care facilities for employees & coordinated with insurance companies for availing Employees’ Group Medical Insurance Scheme * Established Standard Operation Procedures across the organization to improve efficiency * Led the performance appraisal system, training, development & administration activities   **Highlights:**   * Introduced performance appraisal system and motivational schemes for employees * Acted as SPOC for disciplinary matters, issuance of charge sheet, inquiries, related job and strike matters * Recognized for the creation of better cordial industrial relations & job rotations of key positions * Led the entire infra-project service like save electricity campaign and monitored the quality by devising new applications and evaluating system results with users   **Weizmann Forex Ltd., Ahmedabad**  **Oct’09-Sep’11**  **Admin. Head**  **Highlights:**   * Played a key role in planning and preparing monthly reports, project management, cost optimization and implementing business expansion plans, arranging for relocation of employees from different parts of India     **Religare Finvest Ltd., Ahmedabad**  **May’07– Oct’09**  **Admin. Officer**  **ICICI Home Finance Company Ltd., Ahmedabad**  **April’ 05– May’07**  **Executive** | | | | |