Rajendra Yashwant Narayankar

Address - 10/24, Spring Mill Compound, Naigaon, Dadar East, Mumbai 400014.
+ (91) 9987792514| Email: raj18052013@gmail.com| LinkedIn: www.linkedin.com/in/rajendra-narayankar-64ab-ab

|HR & OfficeAdministration| SAP| Vendor Management| People Management| MIS| Project Data Management|

EXECUTIVE SUMMARY

- HR & Administration, Back-office & General Management professional, with close to 14 years of rich & insightful industry experience.
- Bring a wide range of experience spread across handling customer inquiries, managing staff issues, checking budget expenditure and maintaining the office, while ensuring a high level of discipline & compliance is maintained at all times.
- Possess excellent organizational skills, communication abilities and problem solving capacities.
- Demonstrated excellence in preparing calendars and checking accuracy & credibility of documentation.
- Proven competence in engaging with vendors and driving the entire cycle encompassing on boarding, relationship management, invoicing and supply from suppliers across locations.
- Collaborative, quick-learner and multi-tasking professional, with a will to learn, perform and excel.

PROFESSIONAL OVERVIEW

Schindler India Pvt. Ltd.   **Jan 10- Present**
HR & Administration Executive (Infra-Top Range Division)

- Responsible to handle Administration & HR functions for the division, with the role involving management of entire financial data for major projects
    - These include Mumbai Mono, Bangalore Metro, Mumbai Metro, Nagpur Metro and others
- Involved in processing salaries, cross-functional coordination, external stakeholder engagement, attendance, periodic HRMS data update, travel booking and other HR activities including joining as well as exit process of employees
- Handling documentation of projects, while being a critical point of contact for Vendor Invoice processing, playing a critical role in strengthening vendor relationships
- Maintaining Financial Activity In SAP; handling Invoice Record; managing entire data Office in SAP and checking vendor quotation & creating PO in SAP
- Playing a pivotal role in MIS preparation activity so as to facilitate better business decisions by the stakeholders including the Senior Leadership
- Handling Subcontractors; managing Assets and preparing & maintaining records of varied kinds
- Maintaining a highly efficient documentation and filing System for both paper and Electronic records
- Address & resolve all Admin as well as HR related queries
- Engaging with the finance team for Vendor Invoice Processing and budget planning activities
    Key Initiatives:
- Identified a critical roadblock in terms of coordination with field employees regarding salary processing, monthly expenses, vendor management and Project Related Query
    - Created as well as implemented a process where the field employees would collect the form from a designated representative and submit to HO for further process as well inform vendor to submit invoice at HO twice in week
- Overcame the challenge in processing job to portfolio within Deadline
    - Worked closely with Project Managers and structured a process to send the Project detail in advance for working to enable seamless transfer of units to EI Portfolio within stipulated timelines

Axis Bank   **Nov 06- Oct 09**
Executive (Central Processing Unit)

- Scrutinized documents required for opening of Savings Account/Current Account/Non Resident Account
- Ensured compliance to banks' KYC norms and other regulatory requirements
- Updated and followed-up with branches for rejected applications
- Ensured accurate delivery of Cheque Book, Debit Card and other relevant documents to the customer
- Involved in MIS Preparation and overall branch admin activities
    Key Initiatives:
- Defined and successfully met targets to address queries within stipulated timelines
- Set up process to complete Account opening & Verification form (SB/CA/TD) to successfully relieve pressure

CREDENTIALS

2006   Bachelor of Commerce from **Mumbai University**

COMPUTER SKILLS

- Computer Course in MSCIT TALLY 7.2; DTP Passed With First Class
- Typing Speed – 40 WPM

Date   :

Place :

Sign :

(Rajendra Yashwant Narayankar)