

Pulkit Maheshwari

Assistant Manager – Corporate Administration

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Professional Summary

Result-driven Corporate Administration professional with 5+ years of experience managing multi-location office operations, vendor contracts, guest logistics, infrastructure upkeep, and high-profile event coordination.

Core Competencies

Corporate Administration · Multi-Site Operations · Vendor/AMC Oversight · Guest Logistics · Cost Optimization · Expense Management · Facility Management · IT/Infra Coordination · Budgeting & Policy Implementation · Event Coordination · Procurement & Compliance · Team Leadership

Professional Experience

Assistant Manager – Corporate Administration

Plutus Wealth Management LLP, Jaipur · Mar 2024 – Present

- Oversee admin functions across 8+ sites in Jaipur; coordinate with Delhi & Mumbai branches.
- Supervise guest accommodations, vendor payments, vehicle documentation, and infra upkeep.
- Manage accounts payable/receivable, petty cash, vendor PIs, reconciliations, and timely reporting.
- Directed Diwali hamper procurement & pan-India delivery of 2000+ units successfully.
- Maintain vendor-wise construction accounts for Mumbai projects with accurate settlements.
- Coordinate resolution of automation & smart infra issues across owner's residences.
- KRA Achievements: Implemented cost optimization by centralizing resources, renegotiated AMC/vendor contracts, monitored IT recharges, and eliminated duplicate services saving ~15% annually.
- Reviewed field staff site inspection reports; escalated and resolved infra issues before management visits.
- Ensured vehicle documents (RC, insurance, PUCC, FASTag) renewed on time; monitored servicing/cleaning.
- Handled charter flight logistics (jet booking, cost finalization, passenger manifest, terminal coordination).
- Managed special assignments & personal assistance tasks for management family with confidentiality.

Senior Executive – Administration

NAV India, Jaipur · Jul 2022 – Mar 2024

- Led administration for 6 sites supporting 2500+ employees.
- Executed 8-day job drive in Jodhpur, managing logistics & candidate flow end-to-end.
- SPOC for employee engagement, vendor management, and policy implementation.
- Awarded "Best Debutant (Admin)" for operational efficiency within first year.

Executive – Front Office & Marketing

Narayana Multispeciality Hospital, Jaipur · Jan 2021 – Jun 2022

- Managed front office, billing, and client relations with focus on service excellence.
- Promoted to Marketing within 6 months for strong performance.
- Built corporate tie-ups and coordinated outreach events.
- Received “Star Performer” award within 2 months of joining.

Executive Trainee – Front Office

The Fern, Jaipur · Mar 2019 – Feb 2020

- Handled reservations, guest interactions, and night audits.
- Developed strong hospitality and operational coordination skills.

Education

MBA (Marketing) – Suresh Gyan Vihar University, Jaipur · 2024

BHM & BA (Tourism Studies) – IIHM, Jaipur · 2020

Key Highlights

- Managed charter logistics and VIP travel arrangements for leadership teams.
- Coordinated vendor-led resolution for high-end smart infra projects.
- Delivered complete logistics setup for office inaugurations, festive events, and corporate gatherings.
- Recognized with multiple awards for operational excellence and initiative.