

NEERAJ KUMAR

REGIONAL ADMIN MANAGER

General Administration & Facilities Management

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Focused and proactive professional with skills in leading Admin. Activities & initiatives to realize bottom-line results; heightening productivity by mastering complex situations and enhancing employee relations



PROFILE SUMMARY

- An accomplished professional with **nearly 10.5 years** of experience in managing Administration & Facility management with key focus on overall organizational development, and business excellence across Logistics, Finance and Broking industries
- Rich & qualitative experience in managing a wide spectrum of day-to-day general administrative activities including **Housekeeping, Canteen Facilities, Maintenance, Infrastructure, Events, Security & Travel Management** in coordination with all the departments for ensuring smooth business operations and processes
- **Key People Leader**, highly skilled in overseeing supervisory & **managerial work with large workforce**, maintaining peaceful & amicable work environment in the organization and initiating measures for the benefit of people in the organization
- Capabilities in setting up of new facilities within cost and time frames; managed Facility Management Services for **8 nos. Branch Offices**.
- Keen analyst with excellence in maintaining organization's **administrative policies and procedures manual**, and ensuring organizational compliance with **applicable health, building, zoning, and safety licensing and certification requirements**
- Displayed effort in **leading various process improvement, automation and new system implementation initiatives**; contributed in automation of PO process by implementation of Cloud platform for procurement thus providing visibility, documented audit trails and cost management for direct material spending through digital collaboration
- Resourceful in **liaising with government and regulatory authorities**; capabilities in devising significant solutions and implementing health & safety management systems for maintaining **sound environmental and health & safety conditions**
- Led projects and analyzed data to identify opportunities for improvement & Met budget targets through responsible planning and resource allocation.
- **An effective communicator** with proven capabilities in working with cross-cultural/ functional teams; exceptionally well organized with collaborative mind-set; skills in resolving administrative issues and organizing training programs



CORE COMPETENCIES

- Administrative Planning/ Leadership
- Infrastructure/Facility/Asset Management
- Budgeting & Cost Control
- Project Execution/ Management
- Helpdesk Management/Grievance Handling
- Employee Engagement & Welfare
- Security & Safety Operations
- Procurement/ Vendor Management
- Logistics/ Contract Administration



WORK EXPERIENCE

January'20 – Present | Regional Admin Manager – Nuvama Wealth & Investment Ltd (Delhi)

Key Result Areas:

- Manage all activities pertaining to day-to-day operations of all aspects of Administration function and provides Timely Feedback & Updates to the managements. Coordinating with owners for rent/taxes/any other issues regarding premises. Coordinating with Vendors, municipalities & other agencies for all infrastructure requirements.
- Coordinating with civil advocate for title search, and with internal legal team to finalize agreements/resolve any legal issues in respect of the premises concerned. Prepare proposals for the approval of new premises/relocation/additional premises/surrender of premises on lease,
- Responsible for the smooth functioning of the facilities services department and to assist the facilities & service in daily operations as well as taken care north zone & East Zone branches.
- Maintaining tracker for vendors' invoice processing, working on payment request forms and making sure timely payment is done. Documentation, reports, MIS pertaining to the infra and maintenance work in the region.

- Coordination for Contract Process for all the contracts, monitor variance and initiate corrective actions, High skilled in representing employer intelligently and professionally & Maintain MIS reports, Provision
- Statutory Compliances, Policy & MIS, Timely renewal of Rent Agreement, Trade license and S & E License whenever applicable. Maintaining Office key register, Visitors Register, Asset movement register.
- Attend monthly meetings at regional level, and exchange notes on infra issues with RH, CBMs, BMs etc.
- Keep abreast of latest trends infrastructure and Facility management and recommend initiatives. Take all cost saving measures for the branch infrastructure without compromising quality.
- Preparing inventory of all infrastructure assets and disposal of obsolete items/equipment.

May'18 – Nov'19 | Senior Executive | Belfast Management Pvt Ltd – Genpact India Private Ltd (Gurgaon)

Key Result Areas:

- Maintained physical condition of facilities, applying available resources and personnel to achieve safe, clean and functional environment.
- Served as point of contact for internal and external customers seeking support and information. Communicated with general managers and facility teams regarding upcoming repairs and projects.
- Assisted Facilities Manager in project implementation, materials procurement, contract preparation and scheduling. Maintained lost and found and unclaimed property, disposing and donating items unclaimed for long periods.
- Management and Tracking of the office boys & Pantry and Cafeteria management, Maintain the master files of water purifiers, water dispensers, AC's, UPS, fire extinguishers & share the Records with the Head Operations. Maintain all the AMC contracts & SLA's and advance intimation for the renewal.
- Coordination for Contract Process for all the contracts, monitor variance and initiate corrective actions, High skilled in representing employer intelligently and professionally & Maintain MIS reports, Provision.
- Maintaining attendance and all other statutory records for vendor staff (Housekeeping staff, supervisor, security & helpdesk staff. We are tracking & ensuring the implementation of standard operating procedures for various workflows.
- Responsible for ensuring facilities managements including housekeeping, Security, general maintenance, vendor management, mails & Couriers, stationery & Printing, Pantry supplies, Newspaper and periodicals , Notice Board, First Aids Kits Etc. Preparing inventory of all infrastructure assets and disposal of obsolete items/equipment's.

May'16 – May'18 | Senior Executive | Home Credit India Pvt Ltd (Gurgaon)

Key Result Areas:

- Coordination for Contract Process for all the contracts, monitor variance and initiate corrective actions, High skilled in representing employer intelligently and professionally & Maintain MIS reports, Provision.
- Responsibility of Updating attendance, Leave Records Preparation of courier bills For Vendor. Official Travel arrangements & Events Managements.
- Manage the cabs route to all delegates for meeting in office/visits for the office prepares. Organize events, Parties, conferences, visa travel, accommodation, Etc.
- Maintain the master files of water purifiers, water dispensers, AC's, UPS, fire extinguishers & share the Records with the Head Operations. Ensure all electricity bills, telephone bills are deposited before discount date.

Nov'13 – May'16 | Executive | Impression Pvt Ltd – IBM India Pvt Ltd (Delhi)

Key Result Areas:

- Delivered top-notch administrative support to office staff, promoting excellence in office operations. Maintained protocol throughout routine work days and special events.
- Collected data, input records and protected electronic files. Produced letters and memoranda to inform stakeholders of business decisions.
- Planned and executed events for employees and clients and managed logistics and vendor relations.
- Handling customer enquiries and providing feedback & Coordination For Contract Process for all the contracts, monitor variance and initiate corrective actions.
- Effective communicator, attentive listener, patient and diplomatic & High skilled in representing employer intelligently and professionally. Maintain Records in excel
- Supervising House/ keeping Activities & making Invoices reports. Management and tracking of the office boys, pantry & cafeteria management.
- Responsibility of Updating attendance, Leave Records Preparation of courier bills for Vendor. Taking care of the Record of RGP/NRGP Gate Pass/ Challan

EDUCATION



2015: B.com from Delhi University



2012: XII. from CBSE Delhi

Personal Details

Date of Birth: 21th July 1991

Languages: English, Hindi