

Manoj Yadav

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Mobile:- 96802-62473

77370-01052

Hard Core FMS Professional

Over 10 + Years of Accomplished Experience in Administration work



FUNCTIONAL STRENGTHS ACQUIRED OVER THE CAREER PATH

Office Management:

1. Organizing Employee get together, Games, Birthday celebration, visiting cards. Assisting Visiting guests and information relay.
2. Arrangements of venue for large meetings, staff/training programs etc.
3. Ensuring the work environment for staff is comfortable to work in.
4. Managing dispatch and inward communication, postal, courier services and register maintenance related to itself.
5. Office staff attendance records-maintenance to ensure punctuality.
6. Sitting arrangement and office lease arrangements and procurement services.
7. Reporting the responsible personnel.
8. Market scout according to needs.

Office Maintenance: AMC checklist, Taking care of Furniture, Electricity, and maintenance of fire extinguisher.

Housekeeping Management: Arrangement of Pantry Boys, Housekeeping boys, Overall caretaking etc.

Vendor Management:

1. Deal & negotiate with the vendors for Water supplier, Stationary, Food, Taxi, Train Tickets etc.
2. Creating database of vendors for various procurements.

Logistics & other Admin Duties

1. Maintenance of inter-district travel requirements and booking hotels for stay and arranging travel, tickets for visitors and employees.
2. Stock inventory record maintenance.
3. Security Management: Dress code, Discipline, Time Management.
4. Guest House Management: Arrangement of boys for guest house.
5. Process Attendance/Salary Sheet for Pantry, Housekeeper boys & Guards
6. Asset Management: Non-IT related asset management and procurement

PROFESSIONAL WORK HISTORY

L&T Heavy Engineering Limited (on Third party payroll), Barmer

Aug – 2022 till date

Roles & Responsibilities

1. Maintain/follow Compliance as per the legal requirement.
2. Maintain Labor license status record & closing.
3. Registration with Local Hospital & medical facility.

4. Installation & maintenance of Attendance & Punching machine.
5. Support in frequent site audit & safety programs.
6. Coordination for billing & documentation.
7. Maintain stock & inventory & procure the same.
8. Team Handling.

Giggle Galaxy Pvt. Ltd. (ImaginXP)

2-Dec-2021 to till 31-May-2022.

Roles & Responsibilities

1. Maintain attendance sheet all Employee and basic process EPF and ESI excel sheet .
2. Generate employee Id & new employee Id card.
3. Reporting on daily, weekly & monthly basis to my seniors/management.
4. Maintain all stock/inventory in excel sheet.
5. Setup & Maintain Office Infrastructure.
6. Maintain Register & employee documents, like employment contracts.
7. Clarify Employees' queries about HR-related issues.
8. Coordinate for Taxi, Hotel, Train booking. Petty cash processing & its management.
9. Filling of Assets Form during handover of the same to employees.

Indira IVF hospital Pvt. Ltd.

July-2019 to December-2021

Roles & Responsibilities:

1. Handling all documentations from Joining/On-boarding to Exit
2. Maintaining all the files & records as per the company policy
3. Assisting the senior HR Team members in recruiting the manpower for the organization.

Jumio India Pvt. Ltd.

March- 2015 to June-2019

Roles & responsibilities

1. Taking care of Admin, HR Generalist activities & Employee welfare.
2. Attendance Management at all the offices/branches of Company at difference locations.
3. Secretarial & Administration work of Employee Help Desk
4. On boarding Process: Generating ID & Visiting Cards.
5. Responsible for Administration/operations of the Branch/location and vendor management.
6. Attendance Management at all the offices of Company at difference locations
7. Adherence of Process Compliance from Audit Perspective
8. Asset Management & Coding of Branch Assets.
9. Ordering and Maintaining Stationary.
10. Handling Vendor Payments and Petty cash.
11. Ensure training of General Office operations staff for any new process, procedures or products.
12. Travel Help Desk, reservations & Guest Relations. Assistance and movement
13. Preparing MIS reports and reports about various admin tasks
14. Taking care of stock. Arranging for the payments of the vendors.
15. Handling the branch Billing monthly and sending reports to commercial department

16. Dealing with vendors regarding the Billing issues.

Oct.2012 to Feb.2015 Work with Tata Teleservices Ltd: As Admin at Jodhpur & Udaipur Zonal Office

1. Responsible for Maintenance of Zonal Office & Guest house.
2. Responsible for General Administration.
3. General Housekeeping & Maintenance.
4. Travel Arrangement for Auditors, Guest, Visitors and Top Management.
5. Co-ordination with Vendors (Hotels & Travel Agent).
6. Bills processing of Vendors for timely payment.
7. Transport Management
8. Vendor Management: Bills processing of Vendors for timely payment.
9. Procurement System, Billing & Provisions.
10. Mobility
11. Hotel, Transport, Air ticketing & Travel Arrangement for Auditors, Guest, Visitors and Top Management.

ACADEMIC AND PROFESSIONAL CREDENTIALS

Bachelors of Arts_Kota University (Raj.)

COMPUTER SKILLS

Conversant in Operating Systems, MS-Office and Internet.

TRAININGS ATTENDED:

Security: Two days training program for Security Parameters.

Fire Safety: Two days training program based Fire safety.

PERSONAL DETAILS:

Father Name:	Shri K. R. Yadav
Date of Birth:	7 th June 1977
Marital Status:	Married