Amod Kumar

Decisive, Strategic And Performance- driven Professional Targeting Senior Assignments In General Administration, Security And Facility Management With An Organization Of High Repute

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A result-oriented professional with **over 10+ years** of experience in **Administration, Security and Facility Management** ; **20 years** of experience in **Indian Air Force.**

Strong record of **performance with manifold and diverse experience** in administration, project execution, resource management, training, discipline and welfare related activities of the organization.

Expertise in managing **administrative tasks** including procurement of material & services, purchases & procurement policy, security, budget & budgetary effective cost control systems .

Devised business & corporate **strategies and governance structure** in collaboration with top management for the assigned business unit.

Excellence in designing and applying a comprehensive **performance management, competency and training framework** to support the business and achieve ambitious growth plans .

Rich experience in **managing a wide spectrum** of corporate general administrative activities including transportation, housekeeping, security, purchase, travel management and so on .

Experience in leading the **leadership development** , career planning and succession planning for improving the competence of the workforce.

**Approachable Leader** with skills in bridging the gap between managers and employees by resolving matters pertaining to performance plans, development plans, employee conduct, employee management issues, salaries and benefits as well as policies.

**An out-of-the-box thinker** with proven track record of establishing processes/ **SOPs, streamlining workflow** and creating environment to enhance productivity.

# Skills



General Administrative Functions Policy Formulation & Implementation



**2022-08 - Current**

**2021-09 –2022-07**

**2020-10 - 2021-08**

**2013-04 - 2019-12**

Project Planning & Execution Vendor Management/ Negotiation Resource & Facility Management Team Building & Training

Strategic Human Resource Management/ Recruitment Operations oversight

Office management

# Soft Skills

Communicator Innovator Thinker Collaborator Intuitive

# Work History

## Business Development Manager

Home Shree Housing Finance Limited

* Training personnel and helping team members develop their skills.
* Developing goals for the development team and business growth and ensuring they are met.
* Interact with Top management to sell unique services that provide long term economic & financial benefits to clients.
* Identified opportunities for growth, expansion and marketing by conducting market research.
* Used creative strategic thinking and knowledge of current market trends to target and build relationships with potential customers.

## Administration Head

*Udyam Aviation*

Establishing the Admin function at a start up aviation entity.

## Head of Administration

*FLYBIG, Gurugram*

Generated reports to suggest corrective actions and process improvements.

Managed agendas and calendars, boosting productivity and improving organizational initiatives.

Evaluated operational practices and identified improvement opportunities to develop revisions for systems and procedures. Monitor facility to ensure that it remains safe, secure, and well maintained

Ensure that facilities meet environmental, health, and security standards and comply with government regulations .

Plan budgets for contracts, equipment, and supplies. Supervise clerical and administrative personnel.

Studied processes, implemented cost reductions and developed reporting procedures to maintain administrative workflow.

## Dep General Manager -Corporate Head Administration

*WAVE Group, NOIDA*

Managed overall budget of 18-21 Cr. Annually .

Developed annual / quarterly budgets & annual plans to manage facilities as per organizational needs; managed inventory of materials and procurement of the same in the desired time frame .

Procured necessary infrastructure which involved capital equipment; managed large scale movement of stores and ensured optimum inventory control .

Assessed staff performance and organized training sessions to ensure maximum efficiency .



**2010-04 - 2013-04**

**2009-07 - 2010-01**

**1989-07 - 2009-06**

Monitored facilities service, maintenance activities and tradespersons . Steered the execution of various activities in the organization like recycling, renovations, event management & so on .

Directed administrative procedures; developed policy, standards, guidelines & procedures to ensure smooth operations .

Reviewed expenses, formulated budgets, developed SOPs, assigning duties and updated senior executives about schedules & deadlines . Planned manpower requirements in coordination with senior management and conducted selection interviews .

Assessed staff performance and organized training sessions to ensure maximum efficiency.

Adhered to statutory compliances and devised safety procedure of the office as a top priority confirming safety norms.

## Assistant Manager - Unit Admin & Maintenance Head

*SHOPPERS STOP, NOIDA*

Supervised the work of the security; ensured availability of security manpower.

Spearheaded training for security staff on shoplifting, modus operandi of shoplifters, methods of questioning, and so on .

Managed the placement of adequate Fire Extinguishers at all levels and monitor their fitness all the time; conducted periodic fire-fighting training for Retail & Security staff .

Led the systematic control on the movement of returnable / non- returnable goods; regularly followed up the company Assets and their movements for repair & maintenance while managing the sale of Scrap.

Executed the overhauls in time and managed the procurement of required spares directly from Parent Company; maintained logbook of all spares.

Maintained close coordination with vendor for adequate availability of electrician's in the unit; analyzed the vendors for all spares; managed out sourcing of DG, Lift Maintenance and conducted Vendor Audits .

## Manager Administration

*SHREE GANESH, Jamshedpur*

Executed and implemented best practices to focus on development of capabilities to meet present and future goals and mission set by the organization.

Spearheaded the housekeeping activities in the organization; ensured availability of stationary, access cards and canteen food coupons, printing of requirement stationery; coordinated with security agencies for security arrangements at units.

Adhered to the guidelines of the organization for ensuring that Security/Safety requirements of the Plant were met.

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Collaborated with leaders from other departments to achieve consistent processes and maximize efficiency of resources

## Section in Charge- Air Force Dental Centre

*Indian Air Force*

**2007-01 - 2009-01**



**1993-05 - 1995-05**

**1990-04 - 1993-03**

Worked as HR Executive in higher formation of Indian Air Force; managed Placement, Training, Deployment, Internal Mobilisation, Evaluation of Performance Appraisals and Monthly PowerPoint presentation

Attended training for Diploma in Dental Hygiene and prepared training schedules, organized tea /dinner parties for 250 personnel at regular intervals.

Gained experience of working in Medical Stream (Compiled Medical Examination & Medical Category Data of Air Force Trainee Pilots, Officers & Airmen); managed cafeteria during morning working hours and Liquor Bar in evening.

# Education

## MBA: HR & Marketing

*AMITY UNIVERSITY - NOIDA,UP*

## Master of Arts: M.A. (Public Administration)

*Osmania University - Hyderabad*

## Bachelor of Arts: Public Administration,Political Science,Eng,Hindi

*Osmania University - Hyderabad*