

Nikita Rathod

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"Asst. Manager - Administration"

Acknowledged for delivering innovative office administration, facility, event management, and supply chain solutions
Total Experience – 9.9 Years

AREAS OF EXPERTISE	PROFILE SUMMARY
Facilities Management General Administration Invoicing Transportation Management Infrastructure Management Office Administration Housekeeping Management Procurement AMC Management Vendor Management Maintain MIS Report Hotels Booking	<ul style="list-style-type: none">• Clover Infotech Pvt Ltd (Asst. Manager – Administration) with over 5.6 years of experience in General Administration, Facility Management, Procurement, Inventory Management, Invoicing, and coordinating with vendors with a focus on optimal utilization of resources and profitability.• Known for best maintenance of all infrastructure aspects and setting systems to ensure full-functionality and compliance of facility at all times; accomplished Asset Tagging• Resourceful in managing multiple tasks & departments with an emphasis on retaining quality standards; aptitude to quickly assess and prioritize office tasks.• An expert in managing Facility Management operations involving housekeeping, environment & security, safety & firefighting, transport management, contract management, and management• Skilled in leading a wide spectrum of tasks including, resource planning, inventory control, waste management, contract management, and budgetary effective cost controls systems• Leveraged strong sense of responsibility, planning & organization skills enabling efficient use of resources & time• Strong communication and effective in working both as an individual and part of a small or large team

II WORK EXPERIENCE



- Admin activity for the office
- Manage housekeeping activities
- Manage security.
- Recovery of ID, Access card from exit employees.
- Manage pantry consumables and stationery.
- Manage travel requirement for senior management/ individual teams/employee transportation based on the requirement
- Asset management .
- Support HR and IT team activities.
- AMC contract maintenance for the facility vendors.
- Manage Billing process.
- Follow up for payment details with finance every month.
- Arranged Fire drill as per compliance requirements.
- Repair and maintenance.
- Manage front office activities.
- Documentation for the all the activities performed, considering audit ready for the facility.
- Manage Id and access card for employees issuing/ deactivation
- Maintaining the MIS
- Hotel Bookings.
- Update the ISO files & maintaining the record.

- Follow-up with vendor for monthly servicing and maintenance.
- Update Attendance details for the salary process.
- Track monthly MSEDCL, BSNL, Mobile bills.
- Arranged office events.

II PREVIOUS EXPERIENCE

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- 5.6 years experience in **Clover Infotech Pvt Ltd** experience Boat Club Road near Wadia College, Pune 411001. From March 2018 To September 2023. For the post of **Asst. Manager – Administration**.
- 9 Months experience in **"VTP House"** Near Phoenix mall, behind Shakti sports Viman Nagar Pune -14. From June 2017 To March 2018. For the post of **"Front desk executive"**.
- 2 Years 1 Month experience in **"ALCON REALTY"** Bund Garden Road Pune. From April 2015 To June 2017. For the post of **"Front desk executive"**.
- 1 Year 2 Months experience in Vastu & Astrology office for the **"Assistant"** post. Firm Name: **Pouras Consultancy** Deccan Gymkhana Pune – 411004. From Jan 2014 To March 2015.

II ACADEMIC DETAILS

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- Passed M.A Marathi in 2014 From the University of Pune
- Passed B.A in 2012 From the University of Pune

II PERSONAL DETAILS

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- Date of Birth : 12th Feb 1991.
- Marital Status : Married.
- Gender : Female.
- Languages Known : Marathi, Hindi and English.
- Strength : Adaptability, Quick learner, Progressive nature, Positive Approach.
- Hobbies : Cooking
- Permanent Address : Ganesh Heritage flat no.304 near ganesh Temple dapodi pune-411012.
- Citizenship : Indian.
- Religion : Hindu.
- Current CTC : 5.31 LPA

Date:

Nikita A Rathod