



**DEEPIKA**

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## **CAREER OBJECTIVE**

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To work in a highly challenging position in Administration, HR, Operations and Facilities Management where I can apply my knowledge and experience to contribute effectively in the growth of myself and my organization.

## **COMPETENCY SUMMARY**

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- Dynamic and result-oriented individual with 10+ years in Administration, HR, Facilities Management and Operations.
- Facilities management includes arranging client visits, meetings, events, luncheon meetings, corporate exhibitions, internal and external events, employees' recreation, maintaining support staff and their requirements, inventory management and much more.
- Successfully handled 5,36,000 Sqft, in terms of HR, Operational, Transport, Procurement, Vendor Management and Internal Site Auditing activity.
- Self-motivated professional who achieves results and has superior ability to coordinate and perform several requirements simultaneously.
- Possess excellent Client Handling Skills handled various Clients building excellent Client relationship & reputation.
- Proficient at operations in fast-paced and deadline driven environments demanding strong organizational, analytical and interpersonal skills.
- Demonstrated ability to conceptualize solutions to difficult situations and employ practical and cost effective strategies.
- Detail-Oriented and resourceful at spearheading, organizing and completing projects with strong abilities to multitask effectively.
- Expertise in conducting risk/issue analysis involving auditing, logging and successful closure of the same. Possess excellent interpersonal, communication and organizational skills.

**Since May 2020 to till Date: Huawei Technologies India Pvt. as Senior Executive in Admin taking care of Door Access Control, Vendor Invoice Process & Admin related Through Quess corp Ltd.**

**Since May 2019 to till May 2020: Huawei Technologies India Pvt. as Executive in Ac taking care of GST Invoice Through Yatra.com**

**Since Mar 2017 to till Apr 2019: Huawei Technologies India Pvt. as Site Ltd. Bangalore HR Executive Through Sodexo**

**Since April 2016 to till Mar 2017: Metricstream Bangalore as FOE/ HR coordinator Through Sodexo**

**Since April 2016 to till Date: Metricstream Bangalore as FOE/ HR coordinator Through Sodexo**

**Since March 2015 to till Sep 2015: Honeywell, Bangalore as Admin/ Facility coordinator Through Sodexo**

### **Sodexo**

Our positioning in the services industry is original and unique. It is what making our brand different. In combining the diverse talents of our teams, Sodexo is the only company to integrate a complete offer of innovative services, based on over 100 professions

### **Honeywell Technology Solutions**

Founded in the mid – 1990s, Honeywell Technology Solutions( HTS) is an integral technology development and engineering arm of Honeywell, providing technology, product and business solutions meeting global standards in quality, innovation and lifetime performance. HTS has centers in Bangalore, Hyderabad and Madurai in India, Shanghai and Beijing in China and Brno in the Czech Republic.

HTS works on almost all Honeywell products right from conception to technology development and insertion, design, engineering and delivery. With a workforce of more than 8700 people with diverse engineering skills.

### **Role and Responsibilities:**

- Responsible for handling all HR activity related to Sodexo staff at site.
- Responsible for operation at the site in related to Housekeeping pantry and office asst activities on a day to day basis.

- Ensuring the track reports of manpower present at site on a day to day basis.
- Monthly required consumables and materials are ordered and stored and consumed in a proper manner.
- Responsible for updating attendance on a daily basis for billing purpose.
- Responsible for updating attendance on a daily basis for billing salaries of the staff.
- Briefing and training the staff on a daily basis on day to day activities.
- Vendor selection
- Vendor management to get proper invoice on a monthly basis.
- Responsible for rising invoice to M/S Honeywell from Sodexo on a monthly basis considering all the activities carried out by and through Sodexo.
- Weekly review meeting with clients for better for identifying the gray areas to focus and smooth operations
- Identifying gaps and addressing them with appropriate solutions internally to avoid client dissatisfaction.
- Co-ordinate with finance departments for collection of pending payments.
- Co-ordinate with recruitment team for deploying HK staff and other categories of staff at site.
- Checking of daily and defective reports of Operation supervisors.

**Since Mar 2014 to Feb 2015: Capita India Pvt Ltd, Bangalore as FOE/ Admin and Facility coordinator Through Sodexo**

## **Capita**

We are the UK's leading provider of business process management and integrated professional support service solutions, with 68,000 staff across the UK, Europe, South Africa and India.

## **Roles and Responsibilities:**

- Responsible for handling incoming and outgoing calls in the reception through EPBAX
- Responsible for visitor management
- Responsible for interview candidate management
- Responsible for arrangement of official internal and external meeting
- In times of internal meetings preparing MOM and sending it to all responsible stake holders
- Responsible for courier management (incoming and outgoing and the status of the couriers)
- Responsible for operation at the site in related to Housekeeping pantry and office asst activities on a day to day basis
- Ensuring the track reports of manpower present at site on a day to day basis
- Monthly required consumables and materials are ordered and stored and consumed in a proper manner
- Responsible for updating attendance on a daily basis for billing purpose
- Responsible for updating attendance on a daily basis for billing salaries of the staff
- Briefing and training the staff on a daily basis on day to day activities
- Vendor selection
- Vendor management to get proper invoice on a monthly basis
- Responsible for rising invoice to M/S Capita from Sodexo on a monthly basis considering all the activities carried out by and through Sodexo
- Weekly review meeting with clients for better for identifying the gray areas to focus and smooth operations

- Identifying gaps and addressing them with appropriate solutions internally to avoid client dissatisfaction
- Co-ordinate with finance departments for collection of pending payments
- Co-ordinate with recruitment team for deploying HK staff and other categories of staff at site
- Checking of daily and defective reports of Operation supervisors
- Responsible for arrangement of guest house bookings and hotel bookings
- Responsible for tickets booking for the office staff
- Responsible for cab bookings for office staff
- Responsible for petty cash.

**Since April 2013 to Feb 2014: BVG India Ltd Bangalore as Front office/admin and Facility coordinator**

BVG is the best Facility Management a brand, having over 30,000 employees, BVG family is spread over 70 locations all over India. With a strong, dedicated team of thorough professionals, BVG provides varied services & solutions like Mechanized Housekeeping, Landscaping & Gardening, Logistic & Transportation, Civil & Electrical etc.

**Role and Responsibilities:**

- Responsible for handling incoming and outgoing calls in the reception through EPBAX
- Responsible for visitor management
- Responsible for interview candidate management
- Responsible for arrangement of official internal and external meeting.
- In times of internal meetings preparing MOM and sending it to all responsible stake holders
- Responsible for courier management (incoming and outgoing and the status of the couriers).
- Responsible for operation at the office related to Housekeeping pantry and office asst activities on a day to day basis.
- Monthly required Stationeries pantry items, HK consumables and materials are ordered, stored and consumed in a proper manner.
- Responsible for updating attendance all office staff for salaries process.
- Briefing and training the staff on a daily basis on day to day activities.
- Vendor selection
- Vendor management to get proper invoice on a monthly basis.
- Responsible for arrangement of guest house bookings and hotel bookings
- Responsible for tickets booking for the office staff.
- Responsible for cab bookings for office staff.
- Responsible for petty cash.

**Since March 2011 to Jan 2012: SGR Build Tech Pvt Ltd Bangalore as Front Office / Admin Asst**

GR Group is an organization “DRIVEN BY VALUES & DEFINED BY TRUST”. Established in the year 1994 in Bangalore, GR Group has been a pioneer, incorporating quality property development techniques alongside an enduring corporate culture, resulting in many signature residential projects that have appreciated exceptionally, thereby creating a new identity in the Bangalore real estate space.

### **Role and Responsibilities:**

- Responsible for handling incoming and outgoing calls in the reception through EPBAX
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- Responsible for petty cash

**Since Dec 2008 to Feb 2011: Bindu Labels Pvt Ltd Bangalore as BD Executive**

**"Perfect Solutions that Stick"** - this is the main motto of Bindu Labels in short.

We are a proud member of the Screen-printing and Graphic Imaging Association International USA (SGIA) and also achieved the UL Certification.

### **Role and Responsibilities:**

- In charge of Maharashtra and Bangalore
- Making cold calls
- Promote service offerings and prospects to customers
- Responsible of follow-up on customers' requests and enquiries
- Fixing appointment with new customers
- Giving demo of the company and its products to new customers
- Understanding the requirement of the client
- Based on the requirement preparation the quote
- Finalization of contract and agreement

**Since April 2005 to Nov 2008 IL & FS (IPMSL) Pvt Ltd Bangalore as Front Office/ Admin Asst**

### **Role and Responsibilities:**

- Same As BVG And Capita

## MY STRENGTHS

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- To deliver the results in the given time frame
- To work on cost control, that improves quality & quantity of work
- To ensure smooth running of the organization
- Ability to perform very effectively & efficiently as a team leader
- Hard working, honest & true to company
- Team player, positive attitude, leadership skills
- Excellent knowledge & experience on the field of maintenance management/procurement with hands ability to manage a team
- Ability to make judgments & decisions required as commensurate with responsibility
- Pragmatic, self-motivated & a good team player

## EDUCATION QUALIFICATIONS

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PUC B.M.S College for Women, Bangalore

SSLC Sree Saraswathi Vidya Mandir High School, Bangalore

B.COM Indian Institute Of Management & Engineering Studies

## OTHER QUALIFICATIONS

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BASIC Computers Certificate Training

First AID Certificate Training

K.G Montessori Certificate Training

## PERSONAL INFORMATION

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Date of Birth : 22 June 1974

Nationality : Indian

Marital Status : Married

Languages : Fluency in English, Hindi, Kannada and Marathi

Pass Port : M4218062

Address : # 75, Anandagiri "C" Main Road Manjunathanagar, Ittamadu, BSK 3<sup>rd</sup> stage  
Bangalore – 560 085

Place: -

Signature