

**SURAJ SINGH RAWAT**

Contact No.: 8130559082 E-Mail: [surajrawat2009@rediffmail.com](mailto:surajrawat2009@rediffmail.com)

**Performance-driven Professional** in pursuit of challenging and enriching assignments in **Administration/ Operations Management/ Purchase Management** with an organization of high repute

**PROFILE SUMMARY**

* **Nearly 21 years** of experience in:

~ Administration

~ House Keeping

~ Purchase Operations

~ HR handling

~ Security Management

~ Team Management

* Adept in **reviewing existing purchase/ vendor management activities** and instituting necessary measures for curtailing unnecessary expenditure and saving costs
* Demonstrated excellence in **developing & streamlining systems with proven ability to enhance operational/ administrative effectiveness** and meet operational goals within the cost, time & quality parameters
* **Creative and Multi-disciplinary Executive** renowned for handling the wide spectrum of administrative tasks including formulation of purchases & procurement policy, security, budget & budgetary effective cost controls systems
* A **keen planner, strategist and implementer** with deftness in managing security, gardening, construction, electrical work, car service and driver duty checks
* An **effective communicator** with the ability to relate to people across all levels and motivating them towards the achievement of their organisational as well as personal objectives

**WORK EXPERIENCE**

**Since May’ 1993- 2000 with AIG Business Solution Pvt. Ltd., New Delhi**

**Manager - Administration, Operations, Purchase**

**Growth Path:** Please mention growth path from the time of joining to last designation

**Key Result Areas:**

* Strategizing the entire gamut of operations, encompassing conceptualizing, planning, implementing and monitoring of business plans leading to desired results
* Formulating and implementing the procurement strategy by developing/ modifying strategy for purchase and establishing methods to achieve project targets
* Creating and sustaining a dynamic environment that fosters the development opportunities and motivates the high performance amongst the team members
* Carrying out administration functions wherein involved in supervising and managing operational planning and development
* Preparing MIS reports related to material management, cost savings/ vendor QA operations & transmitting them to the top management for facilitating the decision making process
* Scrutinizing and ensuring timely payment of all office administration bills such as electricity, annual maintenance and contract of equipments
* Monitoring safety and security services of the office on top priority ensuring safety norms

**ACADEMIC DETAIL & Experience**

1993 BA from Delhi University

(Study of Business Management)

2005 POST GRADUGE DIPLOMA OF INTERNATIONAL BUSINESS OPERATION

FROM IGNOU,

Study in:-

OFFICE OPERATIONS, MANAGEMENT STUDY AND

BANKERS, ENVIRONMNET, Logistics, House keeping and faculty AND ETC.

COMPANY SHIV SHANKAR BUILDCON PVT. LTD.

H-91, Sector-63, NOIDA (U.P.)

As HR MANAGER (Till working December- 2015

(Since 2000-2007)

COMPANY GOPAL FARM

B-15, Asola, Shani Dham Road, New Delhi.

FARM HOUSE MANAGER ( House Keeping, car maintenance, gardening, day by day services, day by day services,

Faculty)

(CONTRACT BASIS/ PART TIME)

INSTITUTE: ACADEMY OF MUSIC AND PERFORMING ARTS.,

D-28,,

LAJPAT NAGAR PART-II,

New Delhi – Administration Officer

( House Keeping & Faculty, car maintenance, Banking, gardening, Staff care, day by day services,

Store activity, Banking, Looking seems of other activities to improve our organization)

(CONTRACT BASIS PART TIME WORK)

INSTITUTE: Fortune Institute International Business

Plot No. 50, Rao Tula Marg,

Vasant Vihar,

New Delhi – Administration Officer

( House Keeping & Faculty, car maintenance, Banking, gardening, Store, Staff care, day by day services,

Store activity, Banking, Looking seems of other activities to improve our organization)

(Since November 2015 to Till date)

INSTITUTE: SHALOM HILLS INTERNATIONAL SCHOOL.,

BLOCK-C, SUSHANT LOK –I

GURGAON Admin Officer

( House Keeping & Faculty, Transport, Banking, gardening, Staff care, day by day services,

Store activity, Banking, Looking seems of other activities to improve our organization)

(Working of Ad hoc Basis for Three Months)

**PERSONAL DETAILS**

Date of Birth: 9th August, 1971

Contact Address: A-89/ 20, Chattarpur Enclave, Ph-II, New Delhi – 110074.

Languages Known: English and Hindi

Location Preference: Delhi, Gurgaon.

Cell No. 8130559082

EXPECTED SALARY: 70,000/-

( SURAJ SINGH RAWAT)

