No.3, Srivari Nilaya, Second Floor, House No. 5,

2nd Cross, Narayanappa Garden, R T Nagar,

Bangalore – 560 032.

Mobile: 9972289825 / 9353971183

Email: jd\_aigal@yahoo.co.in

**JAGADEESH D AIGAL**

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| Objective |  | A highly dynamic, talented and professional administrative support with more than 15 years of experience in the various facets of the industries. Seeking a suitable position in the office administration stream in order to optimally utilize and further hone my skills in the diversified area. |
| professional SKILLS |  | GENERAL MANAGER – STORES – KAMAT YATRINIWAS PVT. LTD., From November 9th 2017 to 31st October 2019  Responsibilities   * Raising Purchase Orders to various vendors * Managing daily in & out of items to branches * Preparing of weekly and monthly reports of vendor invoices and submitting the same to Account department & other responsibility given by management |
|  |  | MS-Office || ERP || Vendor Management || PO Handling || Quotation Management || Invoice Handling || AMC Maintenance || Asset Management || Office Maintenance || |
| Experience |  | Senior ADMIN EXECUTIVE - Exilant Technologies Pvt. Ltd., Bangalore From December 2012 to 24th February 2017.  Responsibilities:   * Managing administrative activities involving procurement, housekeeping, safety and physical security. * Managing 5000+ assets across Exilant premises through industry standard tools. * Managing vendors to repair, maintenance & replacement of office equipment’s, appliances, furniture, etc., * Spear headed the project of implementing and managing of Security and Surveillance at Exilant * Vendor Management: Finding the right vendor, perform vendor evaluation, performance evaluation reports and submit to management, evaluating competitive quotes, final negotiation with vendors, give final proposal to management and raise purchase orders with management approvals. * In charge of handling AMC’s with vendors, add/renew AMC’s for IT, Non-IT assets & services. * Implemented RFID for IT and Non-IT assets in Exilant and in charge of all Non-IT assets across Exilant office locations. * Member of Internal Audit team and perform quarterly asset audit for IT and Non-IT assets across locations. Submit detailed reports to management on Asset audits. * Regular meetings with the security agency and ensure the services provided are per the expectations and ensure the security personnel’s are rotating the shift per labour law.  OFFICE ASSISTANT - Shridhan International Pvt. Ltd., Bangalore From November 2007 to November 2012  Responsibilities:   * Preparing enquiries for material requirement related to project, letter correspondence to various project customers. * Quotation verifications, preparing the comparison statement for price negotiation, Raising Purchase Orders, follow up for materials supply in time * Verification of purchase bill comparing with purchase order and actual quantity received. * Every day monitoring the E-mails of project related customers. * Preparation of Quotations in a standard manner. * After the completion of work sending Sales Invoices related to project customers. If there any payment is pending, reminding the customer by sending the letters about the pending payment. * After getting the payment from the customer, reminding them for the TDS Certificates, C – Form with various follow-ups.  Clerk - Mahalasa Co-Operative Credit Society, Siddapur (N.K.) From Jan 2001 to Jan 2007  Responsibilities:   * Filling customers share application with required proof * Preparing loan application with legal proofs * Releasing the loan with required procedures, after getting Board of Director’s approval. Reminding customers for loan repayment every month * Loan transactions, Account maintenance * Writing the day book every day * Recovery procedures and Handling of cash transactions * Preparing new Term & Fixed deposits * Renewal of deposit certificates with current interest rates * Entry of pigmy ledgers * Tally the balance of all deposits, loans, Pigmy with general ledger balance * On the end of the day entering the day to day transaction in computer |
| Education |  | * BSc. PCM, Karnataka University |
| PERSONAL PROFILE |  | Father’s Name: Dhananjay V Aigal  Date of Birth : 30 – 04 – 1973  Language : Kannada, Hindi, Konkani, English  P. Address : Jagadeesh D Aigal, S/o Sri Dhananjay V Aigal, Temple Street,  SIDDAPUR – 581 355 |
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(Jagadeesh D Aigal)