

Kishor Monde

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To work in a challenging and fast paced environment, exploring my current knowledge, with many learning opportunities. I have good work ethic and the ability to work well in a team or individual environment.

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1995-02-27

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Administrative Assistance

Total years of experience: 6

Work Experience

Executive HR & Admin

RPG Life sciences-Turbhe, Mumbai, Maharashtra

Contractual / Temporary

June 2025 to September 2025 • Contractual / Temporary

1. Vendor management
2. Visitor management
3. NMS leave tracker report
4. Contractor labour management
5. Garden maintaining
6. Plant administration management
7. Canteen management

Admin executive - infrastructures services

Accurate background verification Pvt Ltd-Thane, Maharashtra

Full-time

May 2024 to May 2025 • Full-time

Daily Facility Operations: Monitoring and manage day-to-day facility activities and ensure smooth functioning of all building systems.

Maintenance Management: Schedule and supervise preventive and corrective maintenance and Coordinate with technicians for electrical, plumbing, and HCAV issues.

Housekeeping Supervision: Oversee cleaning staff and ensure hygiene standards and maintain cleanliness in common area, restrooms and workspaces.

Security & Safety: Manage security personnel and systems (CCTV & access control). Ensure fire safety equipments is in working condition and Conduct safety drills and maintain emergency protocols.

Vendor coordination: Liaise with external vendors for services like pest control water supply, etc. and Monitor service quality and maintain vendor records.

Inventory & Supplies: Track and manage stocks of cleaning materials and consumables and ensure timely procurement and avoid shortages.

Energy & Utility Monitoring: Monitor electricity, water and other utility usage and report consumption and suggest energy-saving measures.

Documentation & Reporting: maintain records of maintenance, inspection, and vendor visits and prepare daily/weekly/monthly reports for management.

Support for office events: Assist in setting up meeting rooms and office events. And ensure AV equipment and furniture are ready and functional.

Compliance & Audits: Ensure compliance with building codes and safety regulations and assist internal and external facility audits.

Meeting room booking: manage booking schedules for conference and meeting rooms and ensure room are clean, equipped and ready before meetings.

Employee travel arrangement: Coordinate travel booking for employee and ensure timely arrangements and maintain travel records.

Client welcome and hospitality: Welcome visiting clients or guest in a professional manner. Arrange refreshments or meals as per client preferences and ensure a comfortable and pleasant experiences for visitors.

School Visit & Book Distribution: visit rural schools as part of CSR or outreach programs and Distribute books and educational materials to children.

Canteen Management: Monitor food preparation and serving areas for hygiene. Check and record food temperature to ensure safety standards. Conduct regular food tasting to maintain quality and Coordinate with catering staff and ensure cleanliness.

Admin Assistant

Narmada colours Pvt Ltd-India

Full-time

January 2021 to April 2024 • Full-time

Administration management

Admin Assistant

Capacite Infra Project Ltd-India

June 2018 to October 2019

Responsibilities: -

- Answering telephones, arranging for meetings and travel and managing schedules duties responsibilities.
- Scheduling meeting and appointments.
- Preparation of contractor bills related to Admin Dept.
- Monthly provision report.
- Office managements & site management labour camp management.
- Vendor Managements.
- Answering & directing phone calls to relevant staff.
- Site administration and facilities management

Admin assistant

Jarvis consultancy services pvt ltd-Thane, Maharashtra

Full-time

March 2019 to August 2019 • Full-time

Administration management

Traineeship

Nehru Science Centre Mumbai

November 2016 to December 2017

Education trainee at Nehru Science Centre Mumbai

- Science Related work shop handle.

- A science technology to explain all galleries and shows.

Education

Chemistry (BSC)

Commerce & Science College Vikhare

2016

Science (HSC)

Maharashtra Board-Rajapur, Maharashtra

June 2011 to April 2013

Marathi medium (S.S.C.)

Maharashtra Board

June 2010 to April 2011

Skills / IT Skills

- Customer service (1 year)
- Hindi
- Teamwork.
- Vendor Management.
- English (5 years)
- Microsoft Excel (4 years)
- Typing
- Good Communication.
- Administrative experience
- Computer skills (5 years)
- Pursuing Marathi and English typing from MSCE Institute.
- Time Management.
- Communication skills (1 year)
- Microsoft Word (4 years)
- Plumbing
- Microsoft work, Microsoft Excel, Microsoft Power Point.
- Attention to detail.