

## **Manish Mahto**

**Admin Executive**

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### **Profile Summary :**

Dynamic Admin professional with hands-on experience in vendor management, facility operations, and employee on boarding. Skilled in supervising housekeeping & security teams, handling compliance documentation, and ensuring smooth office operations. Experienced in managing events, inventory, ID card issuance, and coordination across multiple departments. Strong communicator with excellent organizational, problem-solving, and team-handling abilities. Committed to maintaining efficient workflows, high-quality workplace standards, and seamless administrative support.

### **Objective:**

To work in a challenging environment demanding all my skills and adapt myself in different field for the development of the organization with impressive performance. Seeking a challenging and rewarding career in corporate organizations, work in a multidisciplinary and professional environment that envisages professional and personal growth.

### **Work Experience:**

#### **Admin Executive**

##### **Efficient Plastech Pvt Ltd – July 2025 - Present**

- Managed vendor coordination including housekeeping, security services, and facility maintenance.
- Supervised housekeeping operations ensuring cleanliness, hygiene, and upkeep of office premises.
- Oversaw security management, daily attendance of guards, and smooth functioning of security protocols.
- Handled new joiner formalities such as onboarding, document collection, induction, and orientation support.
- Coordinated and executed office events, celebrations, and employee engagement activities.
- Managed ID card creation & issuance for all employees and maintained employee record.
- Supported daily administrative tasks, inventory management, and office supplies monitoring.
- Liaised with internal teams and external vendors to ensure seamless operations across office functions.

#### **Admin Executive**

##### **Chanakya International Pvt Ltd – Dec 2022 to July 2025**

- Assist in Monitoring: Conduct regular reviews and assessments to ensure that company operations comply with relevant laws and regulations.
- Vendor Coordination: Acts as the main point of contact between the company and vendors. Ensures timely communication for deliveries, and service issues
- Documentation & Record Keeping: Maintains up-to-date vendor records including contracts, invoices, tax documents, and compliance certificates. Tracks vendor performance and renewal dates.
- Facility Operations: Oversaw day-to-day administrative operations including repairs, AMC follow-ups, and guest arrangements.
- Meeting and Transportation Coordination: Managed scheduling of meetings and coordinated cab bookings for employees.
- Team Management: Supervised and coordinated activities of Facility Attendants and Housekeeping staff, ensuring operational efficiency.

- Event Coordination: Organized and managed office events, ensuring seamless execution of activities and logistics.

### **Operation Executive**

#### **Scorpion Express Pvt Ltd. – July 2021 to Nov 2022**

- Resource Management: Manage human, financial, and material resources effectively to ensure optimal utilization and maximum productivity.
- Team Leadership: Provide leadership and guidance to the operations team, including hiring, training, and performance management.
- Performance Monitoring: Monitor key performance indicators (KPIs) and metrics to track the performance of operational activities and identify areas for improvement.
- Quality Assurance: Ensure that products or services meet quality standards and customer requirements by implementing quality control measures and continuous improvement initiatives.
- Risk Management: Identify potential risks and develop mitigation strategies to minimize disruptions to operations.
- Communication: Facilitate communication and collaboration between different departments and stakeholders to ensure smooth coordination of operations.

### **Strengths:**

- Strong Coordination & Multitasking Ability
- Problem-Solving & Decision-Making
- Leadership & Team Handling
- High Responsibility & Reliability
- Adaptability & Quick Learning
- Good Interpersonal and people management skills.
- Going an extra mile to help and work.
- Good Observing and analytical skills.
- Positive Attitude and Work Oriented.

### **Professional Skills:**

- Employee Support Skills
- Administration & Facility Management
- Vendor & Compliance Skills
- Operations & Management
- Event & Communication Skills

### **Educational Qualification:**

- BCom, Mumbai University - 2021
- HSC, Expert International College - 2018