



MAYANK VARSHNEY

ADMIN EXECUTIVE

As an accomplished Admin Executive with three months of dedicated experience, I bring a fresh perspective and a proactive approach to streamlining organizational operations. Strong creative and analytical skills. Team player with an eye for detail.



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Shyam Nagar, Jalesar Road,
Hathras - 204101 (U.P.)

SKILLS

- Facility Maintenance
- Inspection and Issue Resolution
- Electrical Systems Management
- Repair and Installation Oversight
- Team Leadership and supervision
- Budget Management
- Vendor and Contract Relationship Management
- Inventory Control
- Record keeping and reporting

EDUCATION

MASTERS IN COMPUTER APPLICATIONS

Noida Institute Of Engineering and
Technology, Greater Noida
2021 - 2023

BACHELORS OF COMPUTER APPLICATIONS

Aligarh College Of Engineering and
Technology, Aligarh
2018 - 2021

LANGUAGE

English
Hindi

EXPERIENCE



ADMIN EXECUTIVE

SAAOL Heartcare Private Limited, Delhi NCR
September 2023 - Present

- Effectively allocated workloads and supervised upkeep staff, including custodians and janitors, fostering a collaborative and productive team environment.
- Conducted regular inspections of facilities to proactively identify and resolve issues, maintaining a high standard of safety and functionality.
- Checked electrical systems within centers to guarantee optimal performance, implementing preventive measures to minimize disruptions.
- Planned and supervised all repair and installation activities, ensuring timely and cost-effective completion of projects.
- Monitored equipment and inventory levels, initiating timely orders to replenish supplies and maintain seamless operations.
- Managed expenses and controlled the budget for maintenance, optimizing resource allocation and achieving cost savings.