

ABDUL SARAJ

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OBJECTIVE:

To obtain a challenging career, seeking a position in the corporate world where my skills, abilities, and talents could be used in the right direction and up to full potential, leading to my professional growth.

Location Preference: Bangalore

CORE COMPETENCIES

Budgeting and Cost Control | Overseeing Various Administrative Functions | MIS & Reports | Events & Offsites | Onboarding and Induction | Leadership Events | Vendors contracts and partnership | Facility Management | Housekeeping Deployment | Soft Service | Collaboration | Employee engagement | Food & Beverages | HR operations | Security Management | Executive for CEO & CTO | People Engagement Activities | physical workspace | Tools Management | Travel Management | Visa & Other | Artist Management | Space Management | Fire & Safety | Staff Supervision | Health and Safety | Reporting and Documentation | Facilities & Infrastructure |

To oversee and manage office property in line with set office guidelines and procedures

The Assistant Officer of Administration and Facility will be responsible for providing outstanding employee experience by assisting the Head of Administration and Facility in managing, monitoring and controlling all sites for TSI, BOP, Practo & Amazon Corporate, MPL & Jungle Games with a focus on on-site operations, services and financial management.

Administration Management, Facilities, Cafeteria Management, part of Legal Documentation, Security Services, Housekeeping, Accommodation, Travel Management, Visa Processes for German and the UK, General Administration, Record Keeping, Security Management, Shuttle Service, Guest house Management, Contracted Staff Management, part of space or Seat Management, Guest House Management, Material movements and records, Courier service, Impress Cash Management, Coordination with procurement team for various purchase, Employee Safety, Managing the transport at the facility, Engaging with the building owners and handling premise, Regular monitoring and implementation for the new ideas, Fire safety maintenance, TT Closure, Annual Events, Food Festivals, Vendors escorts with approval, Invoice follow-ups & Validation, NDC maintaining, EFIT, VMT, BMS, QR Implementations, Feedback Query Desk.

OCCUPATIONAL CONTOUR

To supervise the end-to-end front office management for all daily operations and visitor management

Supervise handling of visitor/guest/client management by the security team.

Management of goods received and asset movement register

Management & coordination with all third-party vendors for safety & cleanliness of the office as per the contract & SLAs Manage the daily activities of Housekeeping to include appropriate cleaning of office, concourses, seating areas, washrooms, cafeteria etc. Purchase, re-order and maintain housekeeping supplies and inventory.

Uphold the highest standards of cleanliness, safety, and conduct.

Ensures the proper maintenance of all office equipment.

Deep cleaning process GRR, HRR, LRR, Wellness room and Guest Rooms

Register guests and assign rooms. Accommodates special requests whenever possible.

Knows room locations, types of rooms available, and room rates.

Understand room status and room status tracking

Assists in preregistration and blocking of rooms for reservations.

Jungle Games India Pvt Ltd (Flutter International)

Manager Workplace - (2022 to 2024) Bangalore & Delhi, Kolkata

www.mpl.live

Oversaw handling end-end workplace management

End to End Travel management & Visa program for Internal & External stakeholders

Directed a 6 member team of FM professionals across India

Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints

Oversee facilities services and maintenance activities

Ensure operations adhere to policies and regulations

Develop quality working relationships with all external contractors, suppliers, agencies, and governments

Provide high-level administrative support to the Leadership team with confidential reports

Employee Offsites & Teamouting programs

Ensure a thorough PO system is followed by the team
To hire and build a team of professionals primarily involved in Events
Directed Brandshoot with VVIPs (Crickets & Stars, Influencers
Directed internal and external processes including, departmental MIS, Reviews, Training, Forecasts, etc.
Based on a weekly and monthly report to be submitted to the management
Timely check of vendor database, talent database, hotels database, etc
Promote a positive work environment that encourages employee engagement and retention
End-to-End Employee Relocations
Tools worked - FINLY, JIRA, Okta, Oracle, CANVA, Asana, 15five, Peakon, Darwin Box, ACT, ESSL & workday

Mobile Premier League

Assistant Manager - (2020 to 2022) Bangalore & Pune

www.mpl.live

Plan, coordinate and manage all administrative procedures and systems
Allocate responsibilities and office space
Assess staff performance
Provide coaching and guidance to ensure maximum efficiency
Ensure the smooth and adequate flow of information within the company
Manage schedules and deadlines
Purchase new material as needed
PR process implements
Identify process bottlenecks
Offer solutions for improvement
Monitor costs and expenses to assist in budget preparation
Oversee facilities services and maintenance
Organize and supervise other office activities
Keep abreast with all organizational changes and business developments
X years of experience as a Administration Manager
Experience with financial and facilities management principles
Critical thinker and problem-solving skills
Responsible for all over branch requirements
Good time-management skills
Great interpersonal and communication skills
Assets Tagging, Manage assets for the developers & QA teams
Onboarding Offboarding process for the employees
ICC & BCCI Logistics responsibility
VVIP Consignments – Domestic and International

Simplilearn Solution – Bangalore

Assistant Manager -(2019 to 2020)Bangalore

www.simplilearn.com

Office Management Ensuring office facility is taken care of to provide a safe, efficient, and creative work environment at the office
Work with third-party security vendors to ensure security and management of physical assets
Collaborate with IT to ensure the same for hardware and software assets
Ensure tools & processes (automated or otherwise) are evaluated and setup for efficient functions
Work with housekeeping to ensure the office is kept clean and supplies are available
Work with third-party catering services to ensure food/snacks is served to all the employees
Work with landlord and support teams to ensure utilities (electricity, plumbing etc.) etc. are administered
General administration assign support of a part-time admin assistant, ensure that general administration activities (visitor support, office supplies, etc.) are taken care of
Ensure travel and logistics arrangements for employees working with travel agents
Support HR teams in ensuring event management is handled for employee engagement events, weekly townhall events etc.
Logistics arrangements for visitors

mSupply.com

Associate Manager Administration & EA to CEO (2018 to 2019)

Bangalore & Other Branches. (Closed the Firm)

www.msupply.com

International travel booking.
 Visa Process (UK & Germany)
 Domestic travel.
 Prepares reports, presentations, memorandums, proposals and correspondence.
 Recording office expenditures and managing the budget and working capital.
 Tracking office supply inventory and approving supply orders.
 Organizing the office layout and maintaining supplies of stationery and equipment.
 Reviewing and updating health and safety policies and ensuring they are observed.
 Experience in Event Management and Planning.
 Working closely with Senior Managers in various data-analysis projects from time to time (to support senior management decision-making).
 Setting appointments and arranging meetings.
 Maintaining calendars of the HR management team.
 Helped in Branding and Promotion events as per the requirements and budget.
 Helping to CEO Calendar & meeting Booking
 CEO Local Travel Management
 CEO Personal Travel arrangements
 CEO documents update
 CEO Personal wallets takes care

CEO International Bookings

Amazon Development Center

Sr. Facility Executive (2016 to 2018)

Bangalore. World Trade Centre & Bagmane Tech Park

www.amazon.in

Oversee administrative procedures and suggested improvements.
 Chemical diluter managing and control
 Pest Control Services.
 Be an enabler and provide Administrative support to Business Units.
 Soft Service for 12 floor building
 Housekeeping service taking care
 of Cafeteria deep cleaning part
 Meal coupon desk taking care of 6000 Employees
 Vendor management
 Daily Report, shift report, deep cleaning report and weekly report
 The visitor management system is taken care.
 Escorting to the non-vendor
 Briefing Housekeeping staff
 Taking care of HK Attendance
 Travel desk Taking care
 of Visa Cover Letter Taking care
 Taking care of the Help desk at the night shift
 Taking care of Trouble tickets, food arrangements and Emergency arrangements.

Practo Technology Pvt. Ltd

Assistant Manager Administration & Asset Management (2016 to 2017) Bangalore

www.practo.com

SIM CARD and DATA CARD Management for National And International TEAM (TOTAL Strength 2600 Employees)
 IT Assets Management (MAC Book, Mac Air, iPad, iPhone, Androids, Tabs and Basic handset)
 Shuttle Service for CEO, CTO and CFO (24 Hours)
 Taking care of House Keeping Teams (Team of 17 Members)
 Taking care of Security teams (11 Members)
 Taking care of Canteen and Cafeteria Management
 Taking care of Access, ID & visiting card requests for employees and other printing work as and when required. (New joiners)
 Movement & Storage of Assets with their proper record.
 All office requirements like (Pantry, Stationeries, Housekeeping materials) and purchasing based on approvals
 (http://www.kobster.com/ Managed Two Branches For Practo in Bangalore.

Accommodations, Events, Travel, and other activity support for Operations, Engineer, Sales and Developer teams.

BOP Pvt. Ltd

Promoters of DLF Builders and Spartech Builders

Sr, Administration & Events (2011 to 2016) Bangalore & Noida

www.bop.in

New office setup with complete facilitation for the smooth running of the branch office.

Admin Budgeting – Monthly, Quarterly and Annually. Quarterly review of expenses.

Handling of Lease Management – Renewal, Registration etc.

EHSS Focal Admin in India – Employee Safety and Security, Training etc

Dealing with Laser top management related to building issues.

Monitoring of day-to-day admin activities of Head Office. General upkeep and Maintenance.

Office and Branches. Upkeep of Assets and reconciliation.

Vendor Management for Head Office and Branches, processing of bills, release of cheques.

Contractual Staff Management of Housekeeping and Security Services.

Liaison with Govt. Bodies of Municipal, Police, Fire, RTO.

Organizing Office Events, Conferences and Board Meetings.

Facility Services – Canteen / Pantry, Courier & Front Desk

Inventory & Procurement management – Housekeeping, Stationery, Pantry etc.

Oversee the preparation, analysis, negotiation, and review of contracts related to the purchase of equipment, materials, supplies, products, or services. Facility Management: Ensuring upkeep and cleanliness of premises, pest control schedule etc.

Responsible for all the matters relating to the safety and security of the office, staff and all the premises, including fire safety.

Coordination with service providers for outsourced and contractual staff, ensuring deployment of appropriate staff, statutory compliances and timely and accurate payments.

Travel facilitation – Visa, Air Tickets, Hotel & Transport management.

Manage Petty cash accounts related to Administration

Track and maintain inventory of assets

Update department documents

Monitor operations of Facilities Store

Raise Purchase Requisitions

Coordinate with vendors on the reconciliation of accounts

Co-ordinate, verify and approve employee/customer settlement and reimbursements

Facilitate invoice processing, expense submission and bill payments

Total Solution Inc

Executive, Administration, EA to MD (2006 to 2011) Bangalore

www.totalsolutionsintec.in

Admin Record keeping

Office Checklist monitoring daily and follow-up for the rectifications of the issues.

Supervision Arrangements of snacks & miscellaneous items for Senior Management

Responsible for supervising pantry functioning

Responsible for safe-keeping & proper usage of office snacks & beverages

Completion of procurements within the set timeline, parameters & budget.

Maintaining & Updating of Procurement MIS, Reports & file

Coordination of all activities related to employees' domestic & foreign travels

Initiating booking of air/ train tickets of individuals/ groups as per Travel Policy.

Maintaining & Updating of Travel MIS, Reports & files.

Ensuring all approvals are in place

To take care of Procurements in demanding times

Providing cab facilities to the staff for pick and drop

Providing cab facilities to the clients for site visits

Maintenance & updating of all records about the maintenance of vehicles

Ensuring timely cab insurance renewals

Checking of daily log books for the drivers

Maintaining a record of Fuel consumption & expense

Taking care of all the MD house assignments

Handling any other assignment as may be assigned from time to time by the Directors/ HOD-Admin.

Responsible for smooth operation, repair, maintenance & insurance of all company vehicles fleet

ACHIEVEMENTS

Awarded for All-time best performer in every quarter-end In Amazon
Best performance in the history of BOP PVT LTD.
Best Performer award in - MPL
Troubleshooter award in 2022 – Jungle Games
Spot Award in January 2023- Jungle Games
Top Consistent Performer Award in 2024 - Jungle Games

ACADEMIC CREDENTIALS

Post-Graduation	MBA - Hospitality Management – Annamalai University (Pursuing)
Graduation	BA – ENGLISH - Annamalai University
DHM(Diploma)	Hospitality Management
SSLC	HSS Govt High School Adoor

Food and Beverage Service training completed in The Oberoi Hotel, KFC, Pizza Hut & Domino's

OTHER SKILLS & PACKAGES

Operating Environments: Windows XP
MS Office Tools: MS Word, Excel, MS PowerPoint, Internet surfing
Time Attendance Software Installation & Updating
Access Control System Technical Support
Diploma In Computer Application
Home Automation Online Support
Internet Networking Problem Solving
A sense of responsibility
Creativity
Team-work
Determination
Flexible to varying situations
Flexibility with regards to hours, when needed
Ability to work within tight deadlines

Artist Management

<https://www.linkedin.com/in/nikhil-chinapa-0a2881bb/>,
https://en.wikipedia.org/wiki/Kenny_Sebastian
<http://www.djsuketu.co.in/>
<https://www.sameenaanwar.com/>
https://en.wikipedia.org/wiki/Virat_Kohli
https://en.wikipedia.org/wiki/Sachin_Tendulkar
<https://soundcloud.com/browncoatmusic>

Declaration:

All the information given above is true to the best of my knowledge.

Abdul