

PRERANA SALVATORE

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Handled assignments in Office Administration, Infrastructure Development, and Facilities Management with an organisation of repute.

PROFESSIONAL SNAPSHOT

A competent and result oriented professional with over **8 years** of cross-functional experience in General Administration, Facilities Management, Operations Management, Management and Liaison Work across diverse industry verticals. Hands on experience in general administrative activities, corporate policy implementation, operations and facilities management across assignments. Proficient in Compliance, Liaison, Travel Management, maintenance of facilities viz., Fire Fighting Equipment, Access Control System, Security, etc as well as House Keeping, Office Equipments, Cafeteria Management etc. Well-versed Purchase (General) & Vendor Development inclusive of calling Quotes, preparing comparison charts, negotiation & evaluation of vendors, placing order and ensuring timely execution. Deftness in Compliance, Insurances, devising budgets and handling complete Facilities (sites) & Budgeting & MIS Generation for Management, and liaising with contractors & interiors for the same in agreed budgets.

ORGANISATIONAL SUMMARY

Sep-10 – Till Date Videocon Industries Limited Assistant Manager – Admin

Videocon Industries, established two decades ago, is a global conglomerate with market capitalization of \$2.5 billion. Videocon's businesses consists of manufacturing, marketing & distribution of consumer electronics products and oil & gas extraction. Videocon's R & D centers are developing technologies that include True Flat, Slim, Extra Slim, Plasma & LCDs. It want to market these products at the earliest. Brand's like Videocon, Sansui, Philips, Kenstar, Electrolux, Kevilinator, Akai, Planet M, Digiworld under their belt.

Jul-07 – Aug -10 Alchemist Limited Assistant Manager – Admin
(Joined as Senior Executive and promoted as Assistant Manager in Apr 09)

*They are into Steel, Real Estate, Healthcare, Aviation, Retail, Food Processing, Hospitals, **Pharma**, Security (**Black Cats**), Media (**Tehelka** and **Financial World**), Restaurants (**Republic of Chicken**, **The Second Sin' Cafeamore**, **Kink**, **Kebab Khan**) etc. Alchemist group, is a diversified with interests in diverse industry segments- 6000+ employees across India.*

Oct '04 – Jul'07 Globerian India (P) Ltd Executive – Administration

Subsidiary of Globerian Inc –USA 100% EOU-International Call Centre (KPO), Software Development, Insurance Billing & Coding - 750+ employees

CORE COMPETENCIES

Project Management

- Heading the entire gamut of activities for setting up facilities with complete interior covering the area of 5000 Sq Ft to 90000 Sq. Ft.

Travel Management

- Managing Staff Transport encompassing planning and organizing Pick up & Drop of Staff members reporting in different shifts as per Operations Roster.
- Coordinating with transporters to ensure that all cabs report on schedule time, optimizing transport planning for cost effectiveness and providing breakdown assistance.
- Managing ticket bookings, visa applications, hotel reservations, local accommodation arrangements. Providing support to Dispatch and Infrastructure Management.

Facilities Management

- Handling facilities viz., Fire Fighting Equipment, Access Control System, Security, Electrical arrangement & Power Backup, A.C., Generators etc.
- Supervising housekeeping activities (including floriculture) in the organisation.
- Making contracts with security agencies for provision of necessary security facilities.
- Co-ordination with Building Maintenance Agency /Landlord for day to day operations.

Operations Management

- Handling overall Purchase & Vendor Development inclusive of calling Quotes, preparing comparison charts, negotiation & evaluation of vendors, placing order and ensuring timely execution.
- Procuring computers, Software's, computer accessories, networking equipment, General Purchase like Office Furniture, stationary, electrical material and A.C. etc.

- Making Travel & Hotel arrangements for visitors from abroad.
- Handling reservation of Guest House and overall upkeep of the same. Day to day operations from guest check in till Guest check out.

Insurance Management

- Taking necessary insurance cover for human and material resources comprising Office Assets, Aircraft, Mediclaim, Personal Accident cover as well as handling claims proceedings.
- Coordinating with both TPA & Insurance Company for Cashless & Claim procedures.

MIS & Budgeting

- Preparing Administration budget & sending the MIS reports to senior management

General Administration

- Making & implementing various Admin Policies, devising SOP's for operational area and ensuring implementation of the same.
- Co-ordination with Finance (Corporate Office) for authorization /dispatch of bills/checks & keeping a control on movement of invoices for Pan India
- Space allocation to the entire existing employee and to new joiners.

Liaison Work

- Interfacing extensively with Local Authorities (DDA, MCD, Police, MHA, FRRO) as well as other external agencies.
- Liaison with STPI for custom bonded items and FRRO for expat registration etc.

Event Management

- Organising Parties & Conferences based on operations requirements.
- Arranging all the items for Employee Engagement Team (like Birthday Cakes, Greeting Cards & other gifts, flower arrangements etc.)
- Organised Job Fairs for HR campaigns (Globerian) at Pragati Maidan and out of Delhi also.
- Organised Sports Day for entire group (Alchemist) in Delhi.

CONTRIBUTIONS

PROFESSIONAL (AT WORK)

- Represented Globerian in Intelligent Cricket 2007 organised by Castrol and received a Certificate of participation from Mr. Rahul Dravid - Former Captain of Indian Cricket Team.
- Became Employee of the year Admin in the year 2006 and received an award from Dr. Naresh Trehan - Board of Director - Globerian.
- Runner's Up of Cricket Tournament organized by Alchemist in 2010 and receive a certificate from the Chairman.

NON-PROFESSIONAL

- Winner of Cricket tournament organized by Delhi Police in 2005.
- 2nd Position in Declamation Contest for Asian Coalition on Child Servitude.
- Participated in NEW DELHI YMCA CARNIVAL (Fashion Show) & TALENT SHOW in the year 2005-06.

ACADEMIC CREDENTIALS:

PGDBM IN HR FROM IMT (GHAZIABAD) IN 2006- 2009
PG DIPLOMA IN OFFICE MANAGEMENT FROM NEW DELHI YMCA IN 2005-06
GRADUATION IN B.COM FROM DELHI UNIVERSITY IN 2005

PERSONAL DETAILS

Date of Birth: 22ND OCTOBER, 1984

Address: F-20, 1st Floor Road No. 2, Andrews Ganj, New Delhi – 110049

DATE:

I hereby furnished that all particulars given above are true as per my knowledge and behalf.

PAWAN KUMAR KANDPAL