**TEJINDER SINGH CHARAK**

**Mobile:** +91- **7889592732 , Email - tejinderaugust@gmail.com**

**ENFORCEMENT OFFICER GENERAL ADMINISTRATION / FACILITY MANAGEMENT / RESOLUTION AGENT / SARFAESI ACT - 2002**

|  |  |
| --- | --- |
| **CORE COMPETENCIES**  Facility Management  General Administration  Budgeting / Cost Savings  Infrastructure Planning  Vendor Management / AMCs  Travel / Transport Management  New Project Set-up  MIS / Reports  Quality Assurance  Statuary Compliances /Regulatory Affairs  Client Relationship Management  Government Relations  Liaison / Coordination  Manpower Management / Trainings | **PROFILE SUMMARY**  **BSC IT Graduate From Punjab Technical University ( PTU ) with 12 Years of rich experience in spearheading , Sarfaesi Act , Enforcement Officer Complete General Administration and Facility Management Presently Working In AAA Capital Services - Senior Area Manager ( J & K)**   * Skilled in organising activities for continual improvement in day-to-day operations& working towards cost reduction; adroit in managing overall profitability of functions and ensuring strategic utilization & deployment of available resources * Expertise in overseeing Facility Management functions involving resource & materials planning, in-process inspection and team building in co-ordination with internal /external agencies for smooth business operations * Proficiency in managing wide spectrum of administrative tasks like security, procurement, maintenance of office equipment, housekeeping, fleet & assets management, restaurant management, vendor management, etc. * Resourceful in ensuring adherence to statutory regulations& compliance and coordinating with various government agencies for securing necessary approvals * Proven abilities in delivering value-added customer service and achieving customer delight by providing customised products/services as per requirements; excels in overseeing performance bottlenecks & taking corrective measures to avoid the same * Competent in planning, directing & coordinating programs & initiatives to ensure that all administrative activities are in line with the overall mission & policies of the organization * An effective leader with excellent interpersonal, problem solving and negotiation skills; ability to relate to people at any level of business and management |

**AREAS OF EXPERTISE**

* Sarfaesi Agent, Enforcement Officer , Managing day-to-day operations , To Take DM Orders , To Quick Recovery Of Banks - NPA Accounts .
* Overseeing Facility & Infrastructure Management including maintenance & upkeep of complex as per prescribed standards; adhering to departmental budget and closely monitoring budget v/s actual for day-to-day office expenses
* Supervising the housekeeping activities and ensuring availability of stationery & other essential items; developing & negotiating with vendors for obtaining timely procurement of materials/services at favourable terms
* Evaluating the performance of the vendors based on various criterions such as rejection percentage, quality improvement rate, timely delivery, credit terms, etc.
* Ensuring optimal uptime of facilities & services including electricity, UPS, AC, Telecommunication, Water, Food, Security, etc. for different departments of the organisation.
* Checking and ensuring timely payment of all office administration bills such as electricity, annual maintenance contract of equipments & vendor payments; outsourcing AMC contracts for the maintenance of office building
* Implementing stringent security measures for the safety of company’s assets and material; following security programs to guard against theft, vandalism & violence and coordinating for insurance cover
* Coordinating with the Govt. & Regulatory Authorities for securing necessary permissions, sanctions & approvals and seamless executing organizational work; maintaining healthy relations with people at the ministry level (state and central)
* Recruiting, mentoring & guiding the sub-ordinate staff to increase their knowledge about safety, hygiene & accident prevention principles; evaluating the work performance of personnel and ensuring optimum resource utilisation
* Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst the staff; managing duty roster for the staff including their leave details, staff appraisals & succession plans

**Career Path**

**May 2018- Present Area Manager ( AAA Capital Services Pvt. Ltd ) Enforcement Officer**

April 2016 – March 2018 Depot Administrator ( Bhagwati Logistics ware house service provider

Hindustan Unilever limited ( HUL )

Jan 2012– Feb 2016 Sr. Assistant Branch Manager (Persona Immigration Services

Jan 2010 – Dec 2011 Assistant Branch Manager ( Broadway Immigration Services )

July 2008 – Oct 2008 Business Consultant ( Dubai Business Advisors ) UAE

March 2005 –Dec 2007 Administration Manager ( M.Kay’s Institute Of legal Education )

* Overseeing daily activities of the Depot and handling regular maintenance routines
* Responsible for maintaining harmony and coordination among employees as well as recruiting new staff & training them for their work; managing and supervising assigned operations to achieve goals within available resources
* Involved in:
* Finalising work procedure, work schedules and workflow for the Depot Employees
* Ensuring that policies and procedures are met to maintain the efficiency and effectiveness of the Depot Liaising with Government Officials and other Government Departments
* Handling Depot Security, Caddies and all other day to day operations

**Notable Highlights:**

* Exhibited excellent customer service skills and successfully established & maintained effective working relationships with other employees, officials and members

.

**ACADEMIC DETAILS**

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Class | Name of the Institution | Marks Obtained / Grade | Passing Year |
| 1 | 10th | St. Peters High School B C Road Jammu | 70% | 2002 |
| 2 | 12th | SRML Higher Secondary School Jammu | 60% | 2004 |
| 3 | BSC IT | Punjab Technical University ( PTU ) | 65 % | 2007 |

**ADDITIONAL QUALIFICATIONS**

One Year Diploma in Masters Advanced in Computer Applications FromCatalog

computer Institute accredited by Doeacc Government Society of India for “ O “ Level

and CCC in June 2004

IT Skills : Well Versed with MS- office and Internet Applications

**PERSONAL DETAILS**

**Date of Birth:**2nd April 1985

**Languages Known:** English, Hindi, Punjabi and Dogri

**Address: Ward No.51 Sector no-2, ChanniHimmat,Jammu, J&K**