

VIRAL LIMBACHIYA

Residential Address : 104, 1st Floor, Anjani Krupa Flat, Dingdong Cross Road,
T.P. 13, Chhani Jakatnaka, Vadodara-390024, Gujarat, India.
Phone No. : [M] 99748 33468
E-mail Id. : viral.limbachiya1985@gmail.com

CAREER OBJECTIVE

Seeking a challenging opportunity with a reputed organization to utilizing my Skills and my work experience to get revert back to my career.

PROFESSIONAL BACKGROUND

- A. Firm Name :** DTDC EXPRESS LIMITED.
Designation : Manager Admin
Duration : 11th of March 2020 to 25th of June 2022
- B. Firm Name :** India Ratings & Research Pvt. Ltd. (A Fitch Group)
Designation : Asst. Manager Admin
Duration : 28th September-2015 to 15th Nov 2019
- C. Firm Name :** SMERA Ratings Limited. (Team Lease Services Pvt. Ltd.)
Designation : CSE
Duration : Jan-2008 to Sep-2015
- D. Firm Name :** ID Associates (Recovery Agency of Private Banks)
Designation : Back Office Executive
Duration : Back office from January - 2006 to April - 2008.

EDUCATIONAL QUALIFICATIONS: -

Degree	University	Percentage	Year
S. S. C.	G.S.E.B.	64%	2000
H. S. C.	G.H.S.E.B.	64.33%	2002
B. Com	Gujarat University	48.88%	2005

Regular Software Knowledge : M. S. Office, Google Sheets, Google Docs.
Accounting Software Knowledge : Tally prime, Tally ERP & SAP MM Module

FAMILY DETAIL

Father : Naginbhai Limbachiya : Retired from private JOB
Mother : Savitaben Limbachiya : Housewife
Wife : Hema Limbachiya : Primary School Teacher
Son : Reeyansh Limbachiya : Study in JR. KG

PERSONAL DETAIL

Date of Birth : 13th July, 1985
Languages : Gujarati, Hindi, English
Total Experience : 15 Years
Marital Status : Married
Interest in Activities : Travelling & Gujarati Folk Dance
Interest in Festivals : Makarsankranti, Navratri, Diwali

Thanks & regards
Viral Limbachiya
(SD)

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KEY SKILLS

➤ **Facility Management**

- Agreements & Utility Expense
- Guest House Management
- Housekeeping Management
- Repair & Maintenance (Civil Work, Carpentry Work, Fabrication Work)
- Statutory Compliance & Licensing
- Infrastructure development Management

➤ **Vendor Management**

- Searching, Hiring new
- Finalize Agreements as per SOPs.
- Regular Checking of Services following SOPs.
- Double Checking & Verification of Billings & Postings
- Timely Payments

➤ **Project Management**

- Hiring New Facilities through Vendor
- CAPEX & OPEX Budgeting through Vendor
- Statutory Compliance & Licensing through Vendor
- Installation & commissioning of Assets through Vendor

➤ **Purchase & Stock Management**

- CAPEX Material
- OPEX Material
- Stationery Material
- Housekeeping Material
- Food & Beverages

➤ **AMC Management**

- EPABX/Electrical & IT Equipment's/GPC & Rodent/Security Systems/Industrial Generator

➤ **Employee Engagement**

- Joining & Exit Formalities, Birthday & Festival Celebration

➤ **Travelling, Accommodation & Meeting Management**

- CAR/CAB/Bus/Train/Air/Hotel/Banquet Hall/Conference Hall Bookings

➤ **Weekly / Monthly / Quarterly / Yearly Budgeting & Controlling**

➤ **Cost Optimizations**

➤ **Security Management**

➤ **Hospitality Management**

➤ **Logistics & Transportation Management**

➤ **Government Officials Management**