

Anant Uniyal

H-249, Ground Floor Sec-22, Noida (UP) 201301

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OBJECTIVES:-

Seeking a position to utilize my skills and abilities in the service sector that offers professional growth While being resourceful, innovative and flexible for me and my organization.

ASSETS:-

Comprehensive problem solving abilities, ability to deal with people diplomatically, Keen learner, Team facilitator, Hard working & Smart worker.

Adjustable to any kind of environment and devoted to duty.

WORK HISTORY

Duration	Organization	Designation
July 18 - Till Date	The Times of India (Times Now)	Admin. Exe
Oct 13 - July 18	Zenith Conveyance Solutions Pvt. Ltd.	Sr Admin Exe
Aug 11- July 13	M/S. Ramagya School.	Admin.Officer

WORKING EXPERIENCE :-

1) The Times of India (Times Now)

Times Now (The Times of India Group) is a leading English news channel located in filmcity Noida.

As an Admin Exe with Times Now my Job is to

- 1) Take complete care of the Channel Employee commuting/Transport requirement for Pick-Drop locally and PAN india basis.
- 2) Prepare 24 hrs Pick-Drop roster with routing for channel employee.
- 3) Responsible for managing cab/Train/Flight for news crew and Sr employee from local & out station vendors.
- 4) Co-ordinate with the Vendors, Site Incharges, Supervisors in order to ensure smooth operation flow.
- 5) Co-ordinate with security, lady bouncers and repair & mantainance team for smooth operation flow
- 6) Responsible to get work done of floor, studio, news room cleaning, pantry operation by house keeping team.
- 7) Prepare fortnightly Cabs running, Diesel consumption and maintenance reports in Excel.
- 8) Manage the activities which includes i.e. Client calls & emails etc.

2) Zenith Conveyance Solutions Pvt. Ltd.

Zenith Conveyance Solutions Pvt. Ltd. is a private limited company located in Noida, the prime Functionality of the company is provide transport services and commuting services to its wide range of Clients in IT, Media, BPO and Call Centers etc.

As a Sr Admin Exe with Zenith Conveyance Solutions Pvt Ltd my Job is to

- 1) Take complete care of the Clients commuting/Transport requirement/ Vendor Payments.
- 2) Updating the database daily basis to meet the client requirement.
- 3) Co-ordinate with the Sub - Vendors, Supervisors, and clients in order to ensure smooth operation flow.
- 4) Responsible for managing Payments , MIS, Toll Taxes etc.
- 5) Prepare fortnightly Cabs running, Diesel consumption and maintenance reports in Excel.
- 6) Prepare Bills, Claim and Approved KM's (Kilometers), Reports in Company base Software on Daily, Weekly, Fortnightly, Monthly, Half Yearly and Yearly Basis.
- 7) Manage the activities which includes i.e. typing, keeping records of MOM, Client calls & emails etc.

3) M/S Ramagya School. (Ramagya Group)

Ramagya School is a reputed and famous public school, it is located over nearly 3 acres of land the heart of Sector 50, NOIDA. The school has an excellent infrastructure with fully air-conditioned rooms, equipped with Smart Classes, having its content developed by Educomp.

As an Admin Officer with Ramagya School my Job is to

- 1) Providing general and routine support to the academic & non teaching staff, General Administration of school, day-to-day administrative work.
- 2) Take care of infrastructure related development.
- 3) Regular inspection to ensure proper school housekeeping & school infrastructure.

- 4) Vendor Management, Follow up with vendor of timely submission of bills.
- 5) Cost effective of transport management, arranging for logistics various school events/ ceremonies/ programmes.
- 6) Coordination with transport vendors for staff & students.
- 7) Departmental MIS & Reports, Routine typing and filling.
- 8) Maintain & follow up for Annual maintenance contract for assets, Monitoring & checking stationary records.
- 9) To develop plans/ layouts for installation of security & safety equipment's viz: control access system, CCTV, fire alarms systems, fire hydrant system and public addressing system.
- 10) Maintaining time and attendance register on academic staff, and maintaining their leave record for account processing, Inventory and Security Management.

PROFESSIONAL QUALIFICATIONS:-

- Certificate in Basic manual and computerized accounts from SVC, New Delhi.
- Certificate in Basic Computer Application from SVC, New Delhi.
- Postgraduate Diploma in Journalism from BPS, Bareilly.

ACADEMIC QUALIFICATIONS:-

- Post Graduation in Political Science from Himachal University in 1996 (IInd Year)
- Graduation from Delhi University in 1994
- Senior Secondary from CBSE, Delhi in 1991
- Higher Secondary form CBSE, Delhi in 1989

TECHNICAL SKILLS:-

- Application packages: - MS Office , Windows-Vista/XP, Internet etc.

SPECIAL INTEREST:-

- Reading Books, Listening music.

PERSONAL DETAILS:-

Father's Name	:	Sh.S.L.Uniyal (Rtd.Officer from Govt. of Delhi)
Date of Birth	:	06/08/1973
Marital Status	:	Married
Nationality	:	Indian
Email	:	anantuniyal@gmail.com
Language Known	:	English, Hindi
Permanent Address	:	H-249, Sec-22, Noida-201301 (Utter Pradesh)

I hereby declare that the information given above is true and correct to the best of my knowledge.

PLACE: Noida

DATE: (Anant Uniyal)