

## ASHISH SRIVASTAVA

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Seeking assignments in General Office Administration/Site Administration with a reputed organization.

### PROFILE SNAPSHOT

- Presently associated with **Shapoorji Pallonji Group as Assistant Manager-Admin at Joyville Gurgaon since January 2019.**
- Keeping record of all the expenses over transport, house-keeping, stationary, security, etc.
- Interact with different departments for executing the maintenance of all equipment in the organization and enhancing the overall efficiency.
- Manage all Labour related compliances timely like PF, ESI and LWF Submission, Muster Roll, Wages Sheet, Attendance Card as per the Investor's requirement
- Ensure Proper Statutory Compliances with monthly Audit Report. Complete CLRA, BOCW registration.
- Manage Site Office administration, Labour Hutment & Guest Houses.
- Bill Processing, Purchase order, PR in SAP.
- Respond to all inquiries in-house or field.
- Site Administration, Security, Recruitment and Material Management.
- Planning & budgeting the administration expenses and working towards minimizing the operational expenses / cost
- Implementation of Security Procedures in Circle at Site.
- Travel Planning (Boarding and Lodging) for staff.

### AREAS OF EXPERTISE

- Capable of managing multiple tasks with an emphasis on retaining quality standards
- Project management.
- An effective communicator with analytical, problem solving, team building and relationship management skills.
- Written and verbal communication skills.
- Supervisor.
- Scheduling and planning.
- Leadership.
- Organizational skills.
- Attention to detail.
- Administrative writing and reporting skills.
- Ability to quickly assess and prioritize projects and office tasks
- Proficient at evaluating problems and quickly devising practical solutions
- Ability to meet tight deadlines

### WORK EXPERIENCE

Since Jan'14 to January 2019

**ATS Infrastructure Ltd, Gurgaon as Admin Officer**

#### Roles and Responsibilities

- Upkeep & maintenance of Site Office, Labour Hutment & Guest Houses, any Complaint received to be sorted out within 48 Hrs.
- Ensuring availability of adequate lighting, water, telecommunication, email, fax, computers etc.
- Transport Management for employees to commute to & from site offices.

- Timely availability of transport facilities to guest/employees & liasoning with Govt Authorities like HUDA, Electricity Deptt, Labour Department.
- Availability of Hygenic & quality food for employee and guest
- Setting up & effective management of all Site Offices, Guest Houses & Labour Colonies across all sites.
- Event Management at Sites. Like safety traning, How to keep scarp material at site with Safety team.
- Stationary, Printing, Xerox & other ancillary admin support management.
- Lease/ contract renewals & Liasoning With Govt Bodies like HUDA, Electricity Department & Labour Department
- Able to get support from all these bodies at the time of need.
- Payroll Management (checking of Salary sheets & Full and Final settlement)

**Since Sep'11 to Dec. 13**

**HDFC Bank, Ajmer as Assistant Manager (Operations)**

### **Roles and Responsibilities**

- Checking of Account Opening forms for Current, Saving & Term Deposits Accounts of Individual, Institutes & corporate Clients.
- Overseeing branch operational activities like cash & non-cash transactions, customer service, customer deliverable management, locker handling & ATM cash management, ATM Reconciliation.
- Preparing & Presenting Various Weekly/Monthly MIS Reports pertaining to Process & Productivity, ensure branch Audit & compliance.
- Maintenance of statutory timings, discipline, cleanliness of the center (as per the guidelines) and compliance on 5S for better realization.
- Cross sell various financial products to the prospective customers like LI, GI, MF asset products to generate revenue.

### **Accomplishments**

- Received certificate of Appreciation & Excellence from Cluster-Head & Zonal Head for qualifying LI contest.
- Received Trophy & Certificate for qualifying LI ka King & SB Marathon by BBH-Branch Banking Head.

**Feb'09 to Jul'11**

**AXIS Bank, Agra as Business Development Executive**

### **Roles and Responsibilities**

- Responsible for achieving monthly value base targets assigned by Branch Manager

### **Accomplishments**

- Pivotal in developing revenue by cross selling various financial products viz. Mutual Funds, General Insurance and Life Insurance)
- Recipient of Certificate of Excellence from Zonal Head (Axis Bank-North Zone) for qualifying Prestigious President Club Contest thrice in a row

**Jul'07 to Feb'09**

**Tata AIG Life Insurance Co. Ltd., Delhi as Financial Consultant**

### **Roles and Responsibilities**

- Managed the sales of products of Life Insurance and increased organizational profitability

### **EDUCATION**

- MBA (Marketing & Finance) from U.P. Technical University in 2007
- M.A. from Kanpur University in 2005
- B.A. from Allahabad University in 2003

## **CERTIFICATION**

- NCFM/AMFI Certification

## **PROFESSIONAL ENHANCEMENTS**

- IRDA/Customer Service and Excellence
- Identification of Forgery and Frauds in Banking Operations

## **PERSONAL DETAILS**

Date of Birth : 31<sup>st</sup> October 1983  
Address : 86/7, Mahabiran Lane, Mutthiganj, Allahabad- 211003  
Languages Known : Hindi and English