

AMIT KUMAR JHA

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Accomplished professional with proven career in conceptualizing & implementing effective ideas / strategies which adds value to organization through inspiring leadership & innovation excellence; targeting to express potential in challenging assignments in **General Administration, Facility Management, Hospitality Management, Canteen Management, Transport management, Security & Vigilance Management, CSR** with an esteemed organization; preferably located in **North India.**

PROFILE SUMMARY

- Performance driven professional with an extensive experience of **over 11 years** in overcoming complex business challenges and making high stake decisions using experience-backed judgment & work ethics.
- Managing 200 Acres of Area containing **4 Guest Houses, 7 Canteen & Cafeterias, 2 Workers Colony, Office Area & 3000 working Manpower** by ensuring the best Administration for members comfort & welfare.
- Managing team of **130 Members** under different sub functions of Administration & ensuring the formation of **Result Oriented Teams** dedicated towards **company Goals**.
- Notable success in designing **Procedures, Service standards and administration policies**, planning & executing effective control measures to focus on reducing the running costs of the organization
- Valued contributor in spearheading a wide range of activities including **Event Management, Space Management, Guest House Management, Pest Control Management, Cafeteria Management, Travel Management, Asset Management, Access Card Management, Security & CCTV Management** so on; skills in organizing **out of office meetings and conference calls**, planning itineraries and generating comprehensive spreadsheets for seamless operations
- Valued contributor in Company's **CSR Activities** like **Plantation Drive ,Medical Camps** & Other CSR activities.
- Proficient in Managing **VIP Visits** of **Customers, Politicians, Customers, Auditors, and Bank Officials**.
- Ensured the implementation of all **Precautionary Measure** towards the health of company employees during the **Pandemic of COVID 19**
- Proficient in managing wide spectrum of **administrative tasks** encompassing procurement of material & services through petty purchase, PR/PO formulation of purchases & procurement policy, vendor evaluation/selection & development, security & vigilance teams, budgeting & effective cost controls systems
- Insightful skills in driving **process improvement** by implementing Kaizen, Poka-yoke, 6S Concepts, Just-In-Time; debottlenecking & process standardization for productivity & quality improvement; successfully drove **business continuity planning & risk management** measures by implementing HSE practices to ensure safe & accident free work environment by implementing **HIRA** (Hazard Identification and Risk Assessment)
- Expertise in **Quality Management System (ISO9001:2015, 14001 & 45001, OHSAS, 7QC Tools)** including audits and recommending & implementing corrective actions while ensuring in-process quality control; competent in **analyzing problems, account for variances, driving for root cause** and implementing improved methods and procedures for instituting quality control techniques to achieve product excellence at the lowest overall costs

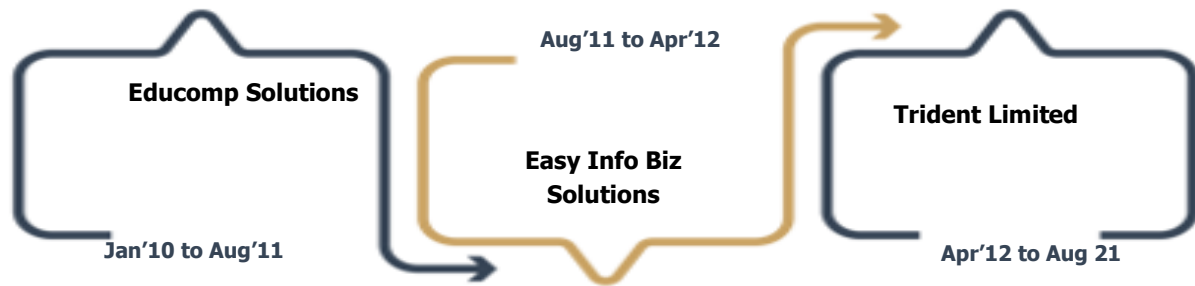
TECHNICAL COMPETENCIES

General Administration
Hospitality Management
Guest House & Hostel Management
Event Planning & Management
Contracts & Vendor Management
Housekeeping & Facility Management
Security & CCTV Management
Transport & Travel Management
Inventory & Scrap Management
Asset/Infrastructure Management
Vendor Evaluation/Selection & Management
Petty Purchase & PR PO Based Procurement
CSR & Government Liaising

BEHAVIOURAL COMPETENCIES

Effective Communicator
Adaptable
Team Builder
Analytical
Strategic Thinking

CAREER TIMELINE



WORK EXPERIENCE

Apr'12 to Aug'21
Trident Limited, Punjab

Growth Path & Deputations:



2019: Senior Manager (Head Administration)

2017: Manager (SCM & Administration)

2012: Executive (SCM & Administration)

- Spearheading a wide range of activities including administrative tasks pertaining to **transportation, travel & accommodation, cafeteria, housekeeping, inventory control & maintenance** (planned / preventive) for owned infrastructure
- Assisting in the development and monitoring **office revenue and expense budget**; formulating policies and **operating budgets** for various administration activities and optimize costs by ensuring zero based budgeting system
- Ensuring smooth operations at all times and maintaining **proper decorum & discipline** by implementing and modifying the policies; **formulating SOPs, KPIs/KPAs** for smooth business operations; determining areas of improvement by analyzing the reports & trends through KPIs and planning for the continuous process improvement.
- Steering the successful roll-out of **Project Management** entailing defining scope, setting timelines, analyzing requirements, budget review & approval, prioritizing tasks and identifying dependencies as per preset budgets; verifying **project progress & outstanding issues** and ensuring the quality & timeliness of deliverables
- Showcased notable success in managing the entire gamut of activities pertaining to the **evaluation of bids, tenders & negotiation** in terms of the feasibility study, awarding & reviewing of contracts as per contract regimes, bridging contract agreement & settlement of contract claims and disputes
- Managed the **pre & post tender activities** i.e. B.O.Q, technical terms & conditions, fiscal terms, conducted negotiation meetings, reviewed & scrutinized services tender & so on
- Experienced in identifying & developing **potential vendors & suppliers for procurement of required material** and achieving cost effectiveness; assessing performance of vendors on competitiveness & reaction capabilities; negotiating with vendors on prices & agreements and finding measures to improve the performances evaluated
- Leading overall **administration** for corporate, operations, logistics & supply chain that included creation of hygienic working conditions, control on administrative expenses, developing healthy relations with government agencies and meeting all statutory requirements
- Administering **Garden Maintenance & Waste Management**; maintaining the **Landscaping/Garden Beautification**
- Creating Purchase Requisitions (**PR**) and Purchase Orders (**PO**) as per defined formats basis input from respective stakeholders, by following standard operating procedures
- Participating in the development, implementation, evaluation and modification of administrative policies & procedures to **optimize resource & capacity utilization** across various functions
- Ensuring **100% compliance** while maintaining documentation of compliance activities - complaints received or investigation outcomes
- Planning & organizing functions related to **conferences, events, official get-together, team outings & parties** for enhancing employee engagement
- **Managing cafeteria** while ensuring round-the-clock operations with cost-effective rate; engaging in managing food court and catering arrangements and implementing the food safety standards/guidelines
- Working towards **space management**, monitoring of space utilization, meeting, training rooms & others & employees internal movement management
- Resolving day-to-day **administrative issue**; exercising control over administrative expenses; resolving administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Executing **housekeeping activities** in the organization with new initiatives for restructuring of cleanliness/health facilities; implementing housekeeping policies & processes while ensuring efficient operations
- Developing & implementing key **procurement strategies / purchase schedules** from the vendors and safeguarding alignment with organizational objectives; strategizing plans for the **procurement of materials, stationery & office equipment**; safeguarding correct

- forecasting of supplies to maintain optimum inventory and sustaining cordial relations with vendor base to get competitive rate
- Arranging for necessary infrastructure involving purchase of capital equipment; managing large scale movement of stores & ensuring optimum inventory control
- Streamlining the system & procedures for **effective inventory & material control** towards ensuring a ready availability of materials; implementing systems for avoiding situations like **over-stocking/out-of-stock**

PREVIOUS EXPERIENCE

Aug'11 to Apr'12

EasyInfoBiz Solutions (Web Designing Company), **Punjab as Website/Software Developer/Programmer**

Jan'10 to Aug'11

Educomp Solutions (Service Provider of Digital Classroom), **Punjab as Coordinator**

TECHNICAL SKILLS

- **MS Office**
- **Internet Applications**
- **Effective use of SAP ECC 6.0**
- **Contract Management**
- **Event Management**
- **Hospitality Management**

EDUCATION

- **Polytechnic Diploma (Computer Science)** from Bhai Gurdas Polytechnic College (AICTE), Punjab in **2009**

PERSONAL DETAILS

Date of Birth: **06-Nov-1990**

Languages Known: English & Hindi

Address: B-94, Street No.-2, SBS Nagar, Near Nanaksar Gurudwara, Barnala, Punjab