



## **Resume**

### **SHASHI SHEKHAR MINJ**

C/O Mahesh Yadav, Vill-Nathupur, Dlf Ph-3, Sector 24, Gurugram (HR).

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### **Professional Summary:**

Dedicated Administrative Executive with 8.5 years of experience in leadership roles with strong communications and interpersonal skills. Looking for new opportunities to further grow into the role of an Administrative Executive. Certified MS Office professional with the ability to manage multiple tasks with a high level of professionalism.

### **Educational Qualification:**

BCA from SMU distance education. (2020)60%

Intermediate from Jharkhand Council Ranchi (2001)59%

Matriculation from Bihar board Patna (1999)58%

**Working Experience:** Loylty Rewardz Mgt Pvt Ltd as an Administration Executive. (2012 Feb to 31 Aug-20)

**Skills:** Office Administration, Office operations, Problem solving skills, teamwork and collaboration skills, vendor management, client interaction, Client Management, Customer Support, Front Desk Telephone, Receptionist Activities, Front Office Management, Customer Care, Visitor Management Telephone Operating, manage calendar and setup meetings, support to senior management, Excellent verbal and written communication skills.

**Other key skills:** Strong computer Skills, MS Office, advance MS excel, Power query, MS Power BI, MIS preparation, VLOOKUP, HLOOKUP, Outlook, google spreadsheet, database management, data entry and Power Point.

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## **Key responsibilities**

### **1.General Administration:**

1.Handling office general administration and arrangement Stationary, Pantry item, manage security, manage fire alarm, manage front office executive service, manage building maintenance, manage

Housekeeping, manage Pest control, manage plumbing and refreshment for office. Distributing the stationary as per requirement and keeping the record. Manage calendar, setup meetings and support to senior management.

2. Collected all bills every end month and submit to finance manager to make payment.

3. Having good working knowledge of computer, Correspondence, checking mails and replying the same.

4. Keeping records of AMC's (Annual Maintenance Contract) like Computer, Printer and may others. Manage and supervise all office administrative tasks relating to procurements and verify & release vendor payments. Managing Annual Maintenance Contracts and ensure timely renewals.

5. Managing the entire company license and business registration document. Keeping the records of all kinds of bills like electricity, water and others.

6. Organized filing system for important and confidential company documents, booked meeting and training room as per staff required and arranged things.

7. Handling the process of employee's ID cards, access cards, keys and business cards.

8. Manage inbound and outbound calls. Inward & outward courier handling and distribution.

9. Ability to handle regional office (Delhi, Kolkata and Chandigarh) and discover and find new office space, negotiate lease and plan possible office moves.

10. Updating office policies and procedures, preparing reports on expenses, office budgets and other expenditures.

11. Monitor costs and expenses to assist in budget preparation. Maintaining Office attendance.

## **2. Vendor Management:**

1. Manage the Diwali gift Distribution to all employees related to all offices.

2. Submission the all-admin related vendors and contractor's bills to accounts department to make payment and record maintain the same.

3. Notifying Management on warranty expire details and AMC renewals and arrangement for getting AMCs done and follow up with vendors.

4. New vendor quotes analysis and vendor creation. Sourcing new vendors, negotiating discounts and credit facilities and getting competitive quote based on volume of orders. Ensures optimal services from the vendors and their payments are made on time.

5. Manage the repair and maintenance of Computers and Office Equipment.

**3. Petty Cash Management:** Keep a proper record for cash in and out. Monthly submit the expenses and receipts to finance for reimbursement.

**4. Event Management:** Organizing meetings, conference, town hall and picnic. Booked meeting and training room as per staff required and arranged things. Help organize small and large scale events ongoing assistance during events.

**5. Travel Management:** Hotel booking/cab arrangements/meeting arrangements for overseas employees and clients.

## **6. Inventory management:**

1.Maintain and manage IT assets with updated inventory status records, manage IT hardware assets like laptops, desktops, monitors, phones, headsets.

2.Purchasing all stationery and Pantry items for office. Checking the availability of stationary and other things and ordering for them.

3.Procurement of materials for various departments, maintain stokes and recording.

4.Keeping the records of all mobile phones, which have issued, to employees and keeping track of their monthly bills.

## **7.Security Management:**

1.Management practices of data classification and risk management.it also addresses confidentiality, integrity and availability by identifying threats, classifying the organization's assets and rating their vulnerabilities so that effective security controls can be implemented.

2.Conduct regular fire drills familiarize people with emergency evacuation methods at little cost. Check all fire safety equipment regular base. (i.e., fire extinguisher, fire exit door, fire alarm and other assts.)

## **8.Supports to IT team:**

Maintain and manage IT assets with updated inventory status records, manage IT hardware assets like laptops, desktops, monitors, IP phones, headsets. Notifying management on warranty expire details and AMC renewals. Maintain asset-tracking system for equipment that employees allowed to take home.

## **9.Supports to HR team:**

Handling employee attendance management (In and out time records). Assisting them in joining formalities and handling exit interviews the full and final settlement of the candidates. Provide orientation to new staff about company policy, help on income tax declare and attendance.

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### **Computer Skills:**

6 months computer Accounting ERP 9 from F-Tec Computer Education, Gurgaon (HR)

6 months computer basic knowledge. DLF phase-3. (Advance MS Office and internet)

6 months computer basic knowledge building no.8. (Advance MS Office and internet)

### **Personal Details:**

**Father's name** Late Sh. Plocidas Minj

**Date of Barth:** 04-04-1983

**Gender:** Male

**Marital status:** Married

**Language:** English and Hindi

**Nationality:** Indian

**Hobbies:** Playing Cricket, watching cricket and reading books.

**Permanent Address:** H.NO. 65, P.O-Hami, Hami Thana No 113, Dist. - Latehar -822119 (Jharkhand).

**Declaration:** I hereby declare that the above information furnished above is true and correct to the best of my knowledge.

**Date:**

**Place:** Delhi NCR

**SHASHI SHEKHAR MINJ**