

## Jaytirth R Karkoon

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INDIA

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### **Objective**

- ❖ Seeking a challenging position in organisation that will utilize my experience ,expertise and capabilities to the optimum and contribute to company's output

### **Career Summary**

- ❖ Computer literate with 06 years of impeccable experience in Administration of Transport and General in office Administration.
- ❖ Used to perform under pressure and experienced in meeting strict deadlines through effective team building, perseverance, integrity and personal commitment to the job.

### **Summary of Qualifications**

#### ❖ **Academic**

Appeared for S.Y.B.COM from open university Yashwantrao Chavan Mukht Vidyapitha.

#### ❖ **Computer Knowledge**

Completed office automation in (MS-office) Word, Excel & Power point.

Completed Short Term Computer Hardware Course.

### **Work Experience**

Company Name:- **National Payments Corporation Of India.  
(ISS Facility Service Pvt Ltd. Payroll)**

Period:- **From Dec 18 to July 19**

Designation: - **Admin-Facility Executive**

Job profile: -

- Performing daily inspection of the facility by conducting a walk-through, updating of snag list and doing follow up with engineering & maintenance department to ensure services are resolved effectively.
- Managing client site regards to Housekeeping and technical front.
- Managing manpower requirement of site and coordinating with operational manager for any shortage of manpower.
- Handling overall facility work of client site which includes upkeep facility of maintenance, repair.
- Maintaining and preparing various reports like invoice tracker, Housekeeping consumption tracker, drinking water consumption tracker.
- Coordination and arrangements of Board Meeting and external meeting's.
- Looking after food arrangements for Board Meeting/Client meeting & cafeteria management.
- Monitor on-going administrative activities and processing monthly bills for corporate office.

Company Name:- **BNP Paribas India Solutions Pvt Ltd.**  
(SODEXO Payroll)

Period:- **From April 18 to November 30**

Designation: - **Facility Executive**

Job profile: -

- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Monitor on-going administrative activities and revising contracts. Processing monthly bills for corporate office administration purchased material services.
- Performing daily inspection of the facility by conducting a walk-through, updating of snag list and doing follow up with engineering & maintenance department to ensure services are resolved efficiently and effectively.
- Managing stewards and pantry boys team and responsible for their training, grooming, shift roster and daily briefings.
- Managing seat allocation for the location, repair, maintenance & replacement of office equipment's appliances, furniture, buildings, etc

#### **Hospitality –**

Handling the event (arranging town halls, birthday celebration, health camp, get together party and Client visit for the location)

Company Name:- **TRENT HYPERMARKET PVT LIMITED.**  
(A TATA and TESCO Enterprise)

Period:- **From August 17 to Nov 17**

Designation: - **Administration – Retainer**

Job profile: -

- Looking after Travel booking for employees
- Booking hotel accommodation, Air Tickets, cab booking and maintaining MIS for the same
- All In house Administration work
- Daily facility observation with regard to infrastructure
- Vendor Payment Request (VPR), Cheques Follow-ups, Purchase Order
- Manpower management HK, Security, Maintenance staff
- Ordering & Maintaining Consumables for the office Premises.
- Looking after the stationary stock and requirements
- Monthly Invoices processing

Company Name:- **H-ENERGY PRIVATE LIMITED.  
(HIRANANDANI GROUP COMPANY)**

Period:- **From March 12 to March 17**

Designation: - **Administration – Executive**  
Job profile

- General Administration
- All In house Administration work.
- Vendor Management,
- Details of Scarp Sale,
- Timely Pest Control,
- Looking after the stationary stock and requirements.
- Manpower management HK, Security, Maintenance staff
- Jointly responsible for MIS & billing
- Responsible for transport operation for Coordination, Billing, MIS etc.
- Daily facility observation with regard to infrastructure.
- Execution and finalisation of AMC's of all office equipment.
- Vendor Payment Request (VPR), Cheques Follow-ups, Purchase Order.
- Monthly Invoices processing.

➤ **Fleet management**

- Booking and arrangements of vehicles,
- Preparation of driver duty roster and their payroll. Coordination with HR for timely payment of drivers.
- Checking maintenance of all company cars and sending them for timely servicing to service coordinators.
- Keeping track of all payment regards vehicle maintenance.
- Keeping records of Fuel consumption and control on the vehicle usages.

➤ **AMC's, budgeting and invoice processing**

- Execution and finalisation of AMC's and various contracts of all office equipment and related services.
- Vendor payment request (VPR) and follow-ups for timely payments.
- Monthly Invoices processing and capturing payment database.
- Handling various contracts and billing.

▪ **AMC's and Billing of vendors.**

- Execution and finalisation of AMC's of all office equipment.
- Execution and finalisation of Data card services like (Vodafone, Tata Photon,& Idea)
- Looking after telecom related work like issuing Sim cards and international Sim cards Like Matrix to all Employees of company.
- Ensure proper coordination with Vodafone and other Telephone service. Ensure timely delivery of all telecommunication service provider bills for compilation of data and sending it to concern departments. Ensure timely activation /deactivation of Vodafone Sims for staff as per the policies
- Ensures the validation of invoices of telecommunication and other vendors on daily / monthly basis and tracks the payments with accounts. Preparation of various reports like GRN and monthly invoice records
- Ensuring serviceability and maintenance of office equipment's, BB mobile phones, laptop chargers, etc. on timely basis. Assistance and coordinating to colleagues in purchase of specific office requirement.
- Coordinating with the key maker, carpenter / plumber for small repairs and maintenance of office furniture.
- Ensures the stocks of stationary and other consumables are available as and when required. Purchase of office consumables for daily requirements at low

prices by negotiating with vendor.

- Ensures smooth function of day to day general admin work and coordination with building facility team for vehicle pass other works. Ensures the guest house booking for new joiners / internal staff. Works as back up to colleague in booking of pool car. Coordination with H/K and Cafe vendor for day to day requirement's and upkeep of premises.
- Monthly Invoices processing.
- Raising the PR (Purchase Requisition) to procurement department along with the scope of work, final quotation and comparison sheets.
- Negotiation with vendors on various services and requirement.
- Checking draft of PO and ensuring the issuance of the same to vendor on time.
- Ensuring timely delivery of purchased material and checking the invoice against the PO for timely payment.
- Ensuring the Quality assurance as per the PO of delivered goods and following up with vendor for timely service of office equipment of newly procured goods.
- Handling various contracts and billing of food and beverages (Tea Coffee vending machine billing and contracts) and transport services.

Company Name      **Intelenet Global Services Pvt. Ltd. Mahape Navi Mumbai**  
                                 **(On Contract of Padma Nayak & Associate)**  
Period:                      **From Oct 05 to May 11.**  
Designation: -          **Administration Assistant.**  
                                 **(Promoted & Transferred to Sparsh BPO)**

Company Name:      - **Sparsh Services Ltd. Thane**  
Designation: -        **Administration Executive.**  
Job profile              **General Administration / Facility Management.**

- All In house Administration work.
- Daily facility observation with regard to infrastructure.
- Details of Scarp Sale,
- Timely Pest Control,
- Repairs and Maintenance of the facility,
- Vendor Management,
- Job allocation to Carpenter and Plumber,
- Overseeing cafeteria / pantry operations, Client visits,
- Preparing and Provision of Report and Monthly Cost Report.
- Looking After office dispatch for international as well as domestic.
- Booking and arrangements of vehicles.
- Allocation of access cards to new joiners.

- **AMC's and Billing of vendors.**
  - Execution and finalisation of AMC's of all office equipment.
  - Vendor Payment Request (VPR), Cheques Follow-ups, Purchase Order.
  - Monthly Invoices processing.
  - Handling various contracts and billing of food and beverages (Tea Coffee vending machine billing and contracts) and transport services.

### **Personal Details**

- Date of Birth                      - 15th May 1980.
- Languages Known              - Kannada, Marathi, Hindi and English
- Blood Group                      - A+ ve
- Marital Status                    - Single