

# VIVEK VIVEK

## OPERATION AND ADMINISTRATION

Delhi, Delhi

[vivekkumar692\\_vte@indeedemail.com](mailto:vivekkumar692_vte@indeedemail.com)

9650155980

To Utilize My Knowledge As Skills For Organizational Requirement To Identify Its Need And To Correlate With My Goals So As To Apply Myself Responsibilities With The Total Dedication Devotion And Dynamism So As To Grow Along With The Organization.

#readytowork

Willing to relocate to: Gurgaon, Haryana - Noida, Uttar Pradesh - Delhi, Delhi

## Work Experience

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### Admin Manager

ALTF CO WORKING PVT LTD - Gurgaon, Haryana

April 2017 to Present

- OFFICE ADMINISTRATION.CLIENT SERVICING, FACILITY MANAGEMENT, VENDOR MANAGEMENT, MALL MANAGEMENT, INVENTORY MANAGEMENT, COMMUNITY MANAGEMENT, MARKETING, MEMBER MANAGEMENT, BUSINESS DEVELOPMENT.

## Education

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### Master's in MASTER IN ARTS

IGNOU - Delhi, Delhi

December 2019 to Present

## Skills / IT Skills

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- I Am An Individual With Positive Mind Set Goal Orientation And Ability To Work At Extreme Ends Of Organization.
- Experienced Administrative Manager With A Demonstrated History Of Working In The Real Estate Industry
- Skilled In Client services
- Client Relations
- Office Administration
- Administration, And Client Coordination.
- CREATIVE SPIRIT
- Organizational Skills
- Data Analysis Skills
- Negotiation Skills
- COMMUNICATION SKILLS

- VENDOR MANAGEMENT
- TEAM LEADER
- Excellent Written, Communication, Inter Personal, Liaison And Problem Solving Skills With The Ability To Work In Multi Circular Environment.
- Punctual In The Office Work Good To Our Office Members.