

Rakesh Malavliya

Office administration, Sales Quotation to Clients for their requirements - Vodacom Technologies Pvt. Ltd

Madangir, Delhi 110062

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To obtain a challenging role where I can apply my experience and enrich my knowledge and skills and to work for the benefit of the company as well as for my full potential and career growth. Want to improve my skills by accepting various challenges

Work Experience

Office administration/ sales quotation/ Procurement/ AMC Renewal etc.

Vodacom Technologies Pvt. Ltd - Delhi, Delhi

May 2015 to Present

New Delhi May '2015 to till date

AM - Administration

Responsibilities

- General Administration- Handling day to day activities
- Deal with Clients & Vendor for timely renewal of Annual Maintenance Contracts,
- Procurement of Office required material and monitor inventory of office supplies.
- Preparing reports on expenses, office budgets, and other expenditures
- Estimation and Procurement of customer required items.
- Sales Quotation to Clients for their requirements.
- Job Description Postings on Job Portals for required Position and support in recruitment etc.
- Issuing Offer, Appointment, Confirmation, releasing Letters etc.
- Supporting department managers and staff
- Statutory Compliance Ensure to timely generate online PF, ESIC Challan and make payment.
- Visiting statutory compliance offices whenever required.
- Employee salary according to their monthly attendance timely disbursement of salaries.
- Maintain Employees Personal Files as well as Soft file.
- Exit Management: Responsible for complete Exit process, Full & Final Settlement of employees & recovery, etc.

Executive P&A

Lloyd Insulations (India) Ltd - Delhi, Delhi

July 2014 to April 2015

Responsibilities

- General Administration- Handling day to day activities
- Joining Formalities/ Employee Induction / issuing the Offer Letter, Appointment Letter.
- Support in recruitment - Uploads Job Description on Job Portals for new recruitment and arrange F2F Interview Schedule.
- Procurement of Office required material and monitor inventories
- Insurance Policies Renewal of Project Sites / Office Motor Vehicles etc.

- Employee salary according to their monthly attendance timely disbursement of salaries.
- Maintain Employees Personal Files as well as Soft file.
- Exit Management: Responsible for complete Exit process, Full & Final Settlement of employees & recovery, etc.

Executive - Administration

Vodacom Technologies Pvt. Ltd - Delhi, Delhi

March 2012 to June 2014

Responsibilities

- General Administration- Handling day to day activities
- Deal with Clients & Vendor for timely renewal of Annual Maintenance Contracts,
- Procurement of Office required material and monitor inventory of office supplies.
- Preparing reports on expenses, office budgets, and other expenditures
- Estimation and Procurement of customer required items.
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- Exit Management: Responsible for complete Exit process, Full & Final Settlement of employees & recovery, etc.

Executive - HR Operations

Idea Cellular Limited - Noida, Uttar Pradesh

August 2009 to February 2012

Responsibilities

- Supervised ten zonal Offices rural sales employees of UP West Circle for Joining to Exit.
- Rendered support to HR Manager in all HR related activities.
- Executed employee induction, joining formalities of the employees, general administration as well as coordination activities.
- Actively involved in issuing the Offer Letter, Appointment Letter and explaining the salary details.
- Administered maintenance of attendance records, leave records, employee database as well as filing and documentations.
- Gathered feedback from the employees & their Managers.
- Instrumental in arranging training for employees.
- Significantly generated various reports which are useful for MIS, processing employee PF, ESI, medi-claim & other employment registration forms, statutory compliance ESIC, etc.
- Oversaw full & final settlements, payment & recovery, etc.
- Vendor management, AMCs etc.

Education

PGDBM in (HR) - Amity Distance Learning

Delhi University - Delhi, Delhi

C.B.S.E. in Computer Operations and Web Designing

F-Tech - Delhi, Delhi

Skills / IT Skills

- PROCUREMENT (7 years)
- EXCEL (8 years)
- MS OFFICE (8 years)
- MS OUTLOOK (8 years)
- OFFICE ADMINISTRATION (8 years)

Additional Information

Key Skills

Office Administration / Procurement / Store / AMC / Job Posting /

IT SKILLS: MS Office

(Word/Excel/PowerPoint), MS Outlook and Internet Applications.