

# **Resume**

**Rajendrakumar . D. Meroliya**

## **Aims:**

To make a career in which I will always grow in terms of skills & knowledge and use those skills & knowledge for development of organization and as well as my career.

## **Educational Qualifications:**

**B.A. (History) passed from Bhavan's College, Mumbai University, (March 2008)**

**Pursuing MBA in HR – through NMIMS distance mode Mumbai University**

## **Total Experience:**

**Served Jones Lang Lasalle as Facilities Executive: Apr 2012 to March 2013.**

**Worked with National Payments Corporation of India (NPCI) as Junior Officer- Administration: Mar 2013 to Dec 2013**

**Associated with CBRE as Facility Executive with RBS Client: March 2015 till July-17**

**Currently working with Amazon Studio as Facility Coordinator: July 17 till date.**

## **Current Profile in Amazon:**

- Vendor management for Cafeteria, Stationary, Portable water, Housekeeping, Pest control, Plumbing, Carpentry & Masonry work. Coffee vending machine, Water Purifier, Projectors.
- Invoice Processing raising, estimating the budget provision for the services and supplies.
- Placing the month order for Pantry, HK, Stationary and other supplies
- To take care of cleanliness in the facility, handle the HK, Cafeteria, and Mailroom Staff
- To assist Facility Manager in day to admin work.
- To make entire arrangements for Events and VIP visits
- Process Training for all the TPV staff.

## **Current Profile in CBRE as Facility Executive:**

- Vendor management for Cafeteria, Stationary, Portable water, Housekeeping, Pest control, Plumbing, Carpentry & Masonry work. Coffee vending machine, Water Purifier, Projectors.
- Invoice Processing raising PR & PO, estimating the budget provision for the services and supplies.
- To act as guest relation executive for VIP dignitaries and important Clients visiting the Facility.
- To take care of cleanliness in the facility, handle the HK, Security, Cafeteria, and Mailroom Staff.
- To assist Facility Manager in day to admin work.
- Liaoning with SEZ Custom officials for day today administrative work.
- Updating of administrative records and files for compliance.
- Conducting Process Trainings for all the TPV Staff.

### **Previous Profile in NPCI as Junior Officer-Administration:**

- To act as protocol officer and guest relation executive for VIP dignitaries and important Govt officials visiting the head office.
- To take care of cleanliness in the facility, handle the HK staff and office
- To assist Manager-Administration in important external events held in 5 star hotels, to make necessary logistic arrangements for this events.
- Liasoning with RBI officials for day today administrative and maintenance works
- Updating of administrative records and files for compliance.
- To take care of maintenance of Split AC, lights and fixtures, tea-coffee vending machine, water purifier, telephone lines, UPS, EPBX, polycom devices and projectors.
- Vendor management of stationary, portable water, housekeeping, pest control, plumbing, carpentry and masonry work.
- To take care of entire corporate mobile phone connections, their activation – deactivation and service related issues.

### **Previous Profile held in JLL as Facility Executive**

- Situated at Flipkart site as site In-charge handling all day today activities of Facilities & Services
- Vendor management for Stationary , Water Supplies, Snacks
- AMC of AC, Pest Control, Fire Systems, UPS and other maintenance works
- Taking care of access cards & CCTV maintenance.
- Handling Housekeeping staff , Cafeteria , Pantry and M&E staff.
- Assigning daily work to office boy.
- Taking care of all utility bills & Vendor invoices.
- Maintaining MIS of daily work and monthly consumption report
- Coordinating with Other Govt & Public authorities related to our daily work.

### **Computer Knowledge:**

MS-OFFICE, Microsoft outlook email handling, Excel data sheet

Web Designing, Editing on FCP, Photoshop.

### **Skills :**

Good Oratorial Skills and Current affairs knowledge

Communicate & Coordinate with project leads whenever required

Vendor Management (Transport, Catering, Security and other service providers)

Script writing, letter drafting, having news sense, good verbal and written communication,

To Liasoning with Govt officials Eg: Labour inspector, food inspector etc

**Extra curricular activity:**

Participated in Inter college level Elocution, Debate & Extempore Competition.& won many Trophies and Shields for our Bhavan's College

Participated in *RTI workshop* organized by Political Science Dept of Bhavans College

**Hobbies:**

To play chess, carom and cricket

To read books, watch movies, and travel

To discuss on Social, Economic & Political issues

**Personal Details:**

**Name** : **Rajendra Kumar Dayachand Meroliya.**

**Date of Birth** : 20 - 09 - 1987

**Sex** : Male.

**Nationality** : Indian.

**Languages Known** : English, Marathi and Hindi.

**Marital Status** : Married.

**Current Address** : C-51/236, Balmiki Basti  
Behind Indian Express Building  
New Delhi-110002

**Mobile No** : **9967942229**

**E-mail** : [mehroliya.rajendra@gmail.com](mailto:mehroliya.rajendra@gmail.com)

**Declaration:** I solemnly declare that the statements made by me in this form are correct to the best of my knowledge and belief.

Date:

Place: New Delhi

**(Rajendra Kumar Dayachand Meroliya.)**