

CURRICULUM VITAE

Kapil Kasliwal

Telephone No. : 0141-2220917, (M) 9983900077
E mail : kasliwal1875@gmail.com

Summary

20+ yrs. of Administration experience, across varied industries like Insurance, Telecom, BPO and Training Institutes. My strengths **Good Communication, Dedication, Strong Commitment towards my job** and **Strong Public Relation**, helps me in effective manpower & resource management besides serving and motivating the teams working and associated with the organization. My skills include **Data-base management, Vendor management, Administration at all front** and my **proficiencies are MIS, Documentation, Liaison with authorities / industry associates.**

Work Experience

Poonawalla Fincorp Ltd

From 9th July'14 – Till date

Position : Sr .Manager- Regional Admin Manager-Rajasthan

Responsibilities include :

- Look after all verticals of Administration-for Rajasthan Region looking after 27 branches of Rajasthan. All verticals includes Projects/Real Estate/ Facility management
- Look after Property finalization/Lease agreement/Fit out work and Infra management.
- Managing admin budgets, finalization of yearly admin budgets for the Rajasthan region, managing quarterly budgets and monitoring and evaluate expenses on regular basis.
- Look after office and infra management proper up keep of electrical equipment, timely renewal of AMC's of all critical equipments.
- Looking after the Housekeeping and security aspects.
- Liaisoning with all the govt bodies
- Look after all necessary statutory compliance of all Rajasthan branches
- Looking after vendor management for Rajasthan Region, ensure proper quality vendors for all admin utility services.
- Coordinating with other regions of north in terms of data management, MIS management, coordinating for various admin facilities related activities
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Work Experience

Reliance Communication Ltd

From 5th September'13 – 7th July 2014

Position : Manager- Administration Rajasthan Circle

Responsibilities include :

- Look after all verticals of Administration-Projects/Real Estate/Facility Management
- Look after Property finalization/Lease agreement/Fit out work and Infra management.
- Look after project vendors/infra vendors.
- Managing admin budgets, finalization of yearly AOP for the circle, managing quarterly budgets and monitoring and evaluate expenses on

regular basis.

- Look after cafeteria management; ensure proper hygiene and quality food & beverages to be served.
- Look after office and infra management proper up keep of electrical equipment, timely renewal of AMC's of all critical equipments.
- Taking care of employee engagement programs.
- Looking after the Housekeeping and security aspects.
- Taking care of all the Logistics activities.
- Maintaining and upkeep of company guest house
- Looking after the interiors of Circle Office.
- Liaisoning with all the govt bodies

Etisalat DB Telecom Pvt Ltd.

From 22nd Septemeber'09 – 16th August'12

Position: Asst. Manager – Administration(Raj./Gujarat)

Responsibilities include:

- New Circle rollout. Taking care of all the HR and Admin functions functions, like- Man power recruitment, office management & infrastructure management
- Look after all verticals of Administration-Projects/Real Estate/Facility Management
- Hired properties for Rajasthan circle.
- Look after Property finalization/Lease agreement/Fit out work and Infra management.
- Look after project vendors/infra vendors.
- Taking care of employee engagement programs.
- Maintenance of Data Bank comprising of all employee related activities (Mediclaims, Claims, Service records, Duty records, Attendance, Statutory requirements)
- Looking after the Housekeeping and security aspects.
- Taking care of all the Logistics activities.
- Organizing various training programs for the self development of employees.
- Maintaining and upkeep of company guest house
- Looking after the interiors of Circle Office.
- Handling the cab management for whole Rajasthan. Ensuring of proper taxi services for the technical and project team..
- Handling all the statutory compliances related to labour laws.
- Liaisoning with all the govt bodies

Tata AIG Life Insurance Co. Ltd.

From 14 January'08 – 20th September'09

Position: Asst. Manager – Facilities & Projects

Responsibilities include:

- Looking after Facilities & Projects of Rajasthan Region
- Involved in property selection/property finalization for up-coming branches.
- Lease Deed finalization, lease registration of new branches.
- Co-ordination with vendors to complete project work on time to meet target live date.
- Handling facilities and R&M related issues for 28 branches (Rajasthan Region).
- Vendor Management.
- Processing of restacking requests.

- Co-ordination with team for the renewal of S&E license on time.
- AMC of all critical equipments.
- Co-ordination with F&A for timely release of payments (vendor bills/LL rentals).
- To ensure that all registers are maintained properly as per processes.
- To keep an eye on outsource service providers to ensure the best service delivery.
- Ensure proper housekeeping and security of all branches across Rajasthan through outsource agency.

Idea Mobile Communication Ltd, Rajasthan Circle .

From Feb 2006- Dec 2007

Position: Sr.Executive Admin

Responsibilities include:

- New Circle rollout. Taking care of all the HR and Admin functions functions, like- Man power recruitment, office management & infrastructure management
- Look after all aspects administration which includes Projects/Real Estate/Facility management.
- Identifying new properties for office, property finalization/lease agreements/Fit out work of all properties.
- Short listing of candidates, organizing interviews.
- Taking care of employee engagement programs.
- Maintenance of Data Bank comprising of all employee related activities (PF, Mediclaims, Claims, Service records, Duty records, Attendance, Salary compilation, Statutory requirements)
- Looking after the Housekeeping and security aspects.
- Taking care of all the Logistics activities.
- Organizing various training programmes for the self development of employees.
- Maintaining and upkeep of company guest house
- Looking after the interiors of Circle Office.
- Handling the cab management for whole Rajasthan. Ensuring of proper taxi services for the technical and project team..
- Handling all the statutory compliances related to labour laws.
- Liaisoning with all the govt bodies
- Deployment of Security Guards at various sites across Rajasthan.

Airtel-Broadband & Telephone Services

Since March 2005- Feb 2006

Position: Executive Admin

Responsibilities include:

- General HR and administration functions, like- Man power recruitment, office management & infrastructure management
- Short listing of candidates, organizing interviews.
- Back office activities of HR department
- Taking care of employee engagement programs.
- office management & infrastructure management
- Purchase and Inventory Management
- Looking after the Housekeeping and security aspects.
- Taking care of all the Logistics activities.
- Vendor selection for Jaipur office.
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- Taking care of complete aspects of Administration

Supportscape India Pvt. Ltd.

From June 2000 to December 2004

Position: Assistant Manager – Administration

Responsibilities include:

- General administration and all HR functions
- Recruitment of manpower for the various departments.
- Shortlisting of candidates, organizing interviews for various levels
- Organizing various training programmes.
- Front Desk Management, Housekeeping & Security
- Looking after purchase and stock management
- Maintaining stock registers, audit of stock and inventory
- Liasioning with government departments like STPI, Excise, Labour Department, DOT, VSNL.
- Administering payroll activities. Salary administration, Liasioning with and submission of reports to ESI and PF departments
- Coordinating between accounts department and all staff in matters related like TDS, calculation of taxes, etc.
- Taking care all the attendance related issues
- Pick and drop facility, canteen facility, shift rostering of agents & route planning
- Back office activities of HR departments, motivational exercises, events management & conferences
- Taking care of client's visit, hotel reservations pick up and drop facilities for the clients.

CISStems Software Ltd. Jaipur

From December 1997 to May 2000

Position: Administrative Officer

Responsibilities includes:

- Looking after the after-sales service department of CISStems School of Computing a division of CISStems Software Ltd.
- Fee collection, Batch allotment, Faculty arrangement.
- Conducting of exams, result declaration
- Participation in business development activities like - trade fairs, seminars, quiz competitions, event management, etc.
- Library management.

Professional Qualification

1994 One year diploma in computers from Aptech Computer Institute.

Academic Qualification

1996 Graduated in Commerce from University of Rajasthan
1993 Completed 10+2 from Maheshwari Higher Sec. School, Jaipur
1991 Completed matriculation from Central Academy, Jaipur

Personal

Date of Birth : 18th December 1975
Address : 18, Ratnapuri, Ajmer Road, Jaipur-302019
Tele : 0141-2220917, (M) 9983900077
E mail : kasliwal1875@gmail.com
Marital Status : Married
