

RITESH TIWARI

DATE OF BIRTH: 9TH DEC. 1976

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OBJECTIVE

Seeking assignments in Managing administration and Business Development with a growth-oriented company.

ROLES & RESPONSIBILITIES

1. Branch Opening: Having 16 + yr. experience in new branch (15 branches of Magma Fincorp Ltd. , 49 branches of Janalakshmi Financial Services, 55 small branches of SKS Microfinance, 20 branches of Bharti Axa life Insurance and 2 branches of ICICI Lombard GIC Ltd.) opening at various location in Eastern, western and central UP. MP, Punjab, Rajasthan, Bihar, Chhatisgarh, Jharkhand & Delhi Property searching, dealing with property dealers, checking all the old records of property, Rent negotiation, dealing with Architect vendor, Applying Electricity, Telephone and ISDN connection as per requirement.

Received Excellence Award in Category of Administration for North Zone in 2014-15.

Received star of the month December 2008 award. For completing all branches in declared time

2. Regular checking records/entries made in registers.
3. Cross checking the entries with bills submitted by vendors/employees
4. Arranging and attending vendors
5. Ensuring proper functioning of EPBAX, Security Alarms, CCTV and Etc.
6. Office Administration: Office upkeep, Maintaining Stationery Records, Issuing stationery items to employees, Maintaining Pantry items requirement and ensuring their availability, ensuring proper usage of telephones and electricity in
7. Travel: Timely and cost effective arrangement of Travel Plans which includes Air Journey (Domestic and International), FX, Travel Policy, Taxi, boarding and lodging.
8. Managing Vendors: Identification, Selection, development, and management of suppliers/vendors like in Travel, General Supplies, printing etc. Negotiate best deals and services for Info Axon. Making sure we have at least 3-4 vendors for our each type of requirements and their details are updated on regular basis in your records as well as on wiki. (printing visiting cards, id cards, taxi,)
9. Documentation: Timely update all Admin processes and vendor contact details on Intranet Managing House Keeping Department

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough understanding of Administration, Front desk handling, Client Handling, Maintaining MIS, Dealing with vendors, Coordination with different departments Business Development and Sales
2. Negotiation Skills
3. Ability to maintain effective working relationships with a variety of individuals and groups.
4. Proposal writing and presentation creation
5. Service Costing – ability to calculate the cost of providing services
6. Ability to generate requirement documents for approving the project.
7. Understand consumer services
8. Strategic in terms of vision and positioning new products/services in profitable segments
9. Results orientated with a record to prove it and strong customer focus.
10. An excellent leader who is convincing and determined to develop a strong team and stay focused on the agreed objectives.
11. Good communicator internally and externally
12. Strong team player able to work with senior and peers
13. Ability to motivate a team as well as work as a team player in all circumstances.
14. Good working knowledge of computers particularly MS Office, Excel, Power point, MS Word etc.

WORK EXPERIENCE

- **Since April 14 to Till date** with Poonawalla Fincorp Ltd. Formerly known as (Magma Fincorp Ltd.) as Deputy. Manager Administration based at Lucknow. Primarily involved with the Branch maintenance, Infrastructure handling. Besides that I was instrumental in handling all vital administration activities of all the branches.
1. Handling 18 branches of different location of UP .
 2. Vendor finalization for procurement, R & M, travel and Hotel.
 3. Vendor Management for Assets (UPS, Inverter, EPBAX, Burglar Alarm, Safe, Printed Stationary & General Stationary.
 4. Bill processing, Bill trackers and other MIS.
 5. Travelling all branches monthly.

- **Since March 13 to April 14** with Janalakshmi Financial Services Pvt. Ltd. as Manager Administration and Expansion based at Delhi. Primarily involved with the Infrastructure handling and. Besides that I was instrumental in handling all vital administration activities of all the branches.
- **From July 2010 to March 2013** with SKS Microfinance Ltd. as Asst. Manager Admin. based at Varanasi. Primarily involved with the Infrastructure handling. Besides that I was instrumental in handling all vital administration activities and rentals of properties.
- **From February 2008 to July 2010** with **Bharti Axa Life Insurance** Ltd. based in Lucknow as Administration Executive. Primarily involved with the Infrastructure handling. Besides that I was instrumental in handling all vital administration activities and liaison and statutory compliance and Lease and rentals of properties.

Achievements as Administration Executive:

1. **Received star of the month December 2008 award.**
 2. **Complete all the branches on declared time.**
 3. **Maximum branches completed in one month.**
- **From September 2005 to February 2008** with ICICI Lombard General Insurance division based in Lucknow as Administration Executive. As a administration executive I was doing the following:
 - a. Vendor management and facilities management
 - b. House-keeping and Asset Management
 - c. Security, safety, communication cost and travel management
 - d. Visitors, Key, Work-place and power management
 - e. Petty cash, bill processing, MIS, and mail room management.

Achievements as Administration Executive:

1. Hotel tie up's with 20%-30% discount on actual room rent with complimentary breakfast.
2. Privileges for employee in health spa, various restaurant, books stalls
3. Collection of excess mobile bills increased from 17% to 63%
4. New vendor tie-up for Travel and Stationary

- **From July 2003 to September 2005** with Institute of Computer Accountants as Business Development Executive based in Lucknow. Responsible for all marketing, promotion and placement activities.
- **From July 2001 to July 2003** with Hi-Tech Electronics as marketing executive based in Sultanpur. Job profile includes Institutional sales and promotion.
- **From May 1999 to June 2001** with Hindustan Aeronautics Limited as Training Executive. Training involved mechanical and electrical trimming in INS department.

ACADEMIC CREDENTIALS

- Bachelors in Arts from Allahabad University
- ITI in electronics from ITI Amethi
- Pursuing MBA in Human Resource and Management.

Reference:

1. Mr. Sandeep Kaundal
Regional Head, Administration,
Poonawalla Fincorp Ltd.
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2. Mr. Ravindra Bajpai
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