

# Ashutosh Kumar

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## CAREER OBJECTIVE

To evolve as a competent and resourceful professional by working in a challenging corporate environment and to pursue a career that constantly provides me with new and diverse challenges.

## PROFESSIONAL PROFILE

- + An astute leader with over 12+ years of experience in **Facility Management, General Administration , Branch Expansion , Asset Management, Operation, Marketing , & Channel Sales.**
- + Demonstrated performance with executive novel ideas for employee's welfare.
- + An effective communicator with excellent problem solving & relationship management skills.

## PROFESSIONAL EXPERIENCE

### 1. POONAWALLA FINCORP LTD.

Oct-21 – CONTINUE

Role: Working as a State Admin Manager

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#### Key Responsibility Areas:

#### 1) Facilities Management

Handle more than 15 branches of Haryana.

- + Supervising administration related activities including housekeeping, infrastructure management, facilities planning, security & utilization of resources of all branches.
- + Arranging for necessary infrastructure involving purchase of capital equipment, managing relocation of the all office premises.
- + Developing and negotiating with vendors, managing contracts for obtaining timely procurement of materials at favorable terms.
- + Managing AMCs pertaining to upkeep of office equipment, ensuring compliance with the Service Level Agreements by the vendors.

#### 2) Event Management

- + Co ordinate for event management.
- + Booking of Banquet Halls for / Events/ conferences/ sales meeting.
- + Co ordinate with Marketing for Exhibitions and other Requirements

#### 3) General administration

- + Manage and carryout all maintenance work at different offices.
- + Propose and manage any modification or alteration required for different offices.
- + Responsible for installation of new equipment's such as A/C, office furniture, computers, printers, fax etc at new offices.
- + Check and control the Annual maintenance contract for all printers at different locations.
- + Coordinate for getting quotations from different suppliers for all admin related purchases.
- + Prepare comparative statement for the same before selecting the vendor.
- + Monitor and track for the renewal of any license, agreements, registrations / approval required for the operation of company's business and for the procurement of any new license and approvals
- + Professionally served as a liaison with the Government authorities such as HSIIDC, LABOUR COURT, ELECTRICITY DEPARTMENT, and POLICE for corporate and Emergency requirement.
- + Disposal of the company's fixed assets when agreed and according to applicable policies and approvals.

**Role: Working as a Sr. Executive Admin for IIFL Project**

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**Key Responsibility Areas:****1) Facilities Management****Handle more than 120 branches of Delhi NCR.**

- ✚ Supervising administration related activities including housekeeping, infrastructure management, facilities planning, security & utilization of resources of all branches.
- ✚ Arranging for necessary infrastructure involving purchase of capital equipment, managing relocation of the all office premises.
- ✚ Developing and negotiating with vendors, managing contracts for obtaining timely procurement of materials at favorable terms.
- ✚ Managing AMCs pertaining to upkeep of office equipment, ensuring compliance with the Service Level Agreements by the vendors.

**2) Event Management**

- ✚ Co ordinate for event management.
- ✚ Booking of Banquet Halls for / Events/ conferences/ sales meeting.
- ✚ Co ordinate with Marketing for Exhibitions and other Requirements

**3) General administration**

- ✚ Manage and carryout all maintenance work at different offices.
- ✚ Propose and manage any modification or alteration required for different offices.
- ✚ Responsible for installation of new equipments such as A/C, office furniture, computers, printers, fax etc at new offices.
- ✚ Check and control the Annual maintenance contract for all printers at different locations.
- ✚ Coordinate for getting quotations from different suppliers for all admin related purchases.
- ✚ Prepare comparative statement for the same before selecting the vendor.
- ✚ Monitor and track for the renewal of any license, agreements , registrations / approval required for the operation of company's business and for the procurement of any new license and approvals
- ✚ Professionally served as a liaison with the Government authorities such as HSIIDC, LABOUR COURT, ELECTRICITY DEPARTMENT, and POLICE for corporate and Emergency requirement.
- ✚ Disposal of the company's fixed assets when agreed and according to applicable policies and approvals.

**3. INDIA INFOLINE PVT. LTD. (GURGAON)****OCT'14 – Jan-18****Role: Working as a Admin Manager**

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**Key Responsibility Areas:****1.) Facilities Management**

- ✚ Supervising administration related activities including housekeeping, infrastructure management, facilities planning, security & utilization of resources
- ✚ Arranging for necessary infrastructure involving purchase of capital equipment, managing relocation of the office premises.
- ✚ Developing and negotiating with vendors, managing contracts for obtaining timely procurement of materials at favorable terms.
- ✚ Managing AMCs pertaining to upkeep of office equipment, ensuring compliance with the Service Level Agreements by the vendors.
- ✚ Manage and carryout all maintenance work at HO Gurgaon.
- ✚ Propose and manage any modification or alteration required for HO Gurgaon.
- ✚ Responsible for installation of new equipments such as A/C, office furniture, computers, printers, fax etc at HO Gurgaon..

- ✚ Check and control the Annual maintenance contract for all printers at HO Gurgaon.
- ✚ Coordinate for getting quotations from different suppliers for all admin related purchases.
- ✚ Prepare comparative statement for the same before selecting the vendor.
- ✚ Monitor and track for the renewal of any license, agreements , registrations / approval required for the operation of company's business and for the procurement of any new license and approvals
- ✚ Professionally served as a liaison with the Government authorities such as HSIIDC, LABOUR COURT, ELECTRICITY DEPARTMENT, and POLICE for corporate and Emergency requirement.
- ✚ Disposal of the company's fixed assets when agreed and according to applicable policies and approvals.

#### 4. HCL INFOSYSTEMS PVT. LTD. (Noida)

Jan'12 – June'14

**Role:** Working as a Operation, Marketing & Facility Coordinator

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##### Key Responsibility Areas:

- ✚ Coordination between different departments and sales team of Delhi-NCR, Haryana, and Rajasthan.
- ✚ Handling Office Vehicles, routine / on call cab.
- ✚ Company Vehicles Maintenance.
- ✚ Canteen & staff pantry management
- ✚ Contributed insights to marketing activities, promotes and monitored responses.
- ✚ Provisioning of utilities requirements of employees viz. Tea / Coffee Vending Machine, Water purifier, Stationary and Courier Services.
- ✚ Making Purchase Orders as per the MRO.
- ✚ Supervision of overall house keeping activities.
- ✚ Managing company guest house / service apartments.
- ✚ Consolidate / present monthly MIS report for management.
- ✚ Tracking expenses and ensure alignment with budget.
- ✚ Certify / verify vendor's bills on proper measurement.
- ✚ Timely meeting with suppliers for their services & new rates negotiation
- ✚ Welfare Activities: Diwali Gifts, Movie Passes, Wedding Gifts, on job satisfactions, counselling, uniforms, etc.

#### 5. SHIVALIK TRADE (Mathura)

Sep'10 – Dec'11

**Role:** Worked as Sales & Admin Officer for Samsung Mobile

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##### Key Responsibility Areas:

- ✚ Processing of ID & Visiting Cards / Mail IDs of new joiners.
- ✚ Handling Invoicing, Creating & Managing stock transfer Order / stock transfer Notes.
- ✚ Preparing daily / monthly Sales report for Zonal Manager.
- ✚ Check / verify travel expenses of sales persons and forwarded to accounts for payment.
- ✚ Handling Tour & Travels related documents.
- ✚ Maintaining and updating leave records.
- ✚ Organizing official parties / Conferences etc.
- ✚ Increased regional sales by up to 14 % in a one year period.
- ✚ Organized the opening of 3 new outlets across my territory.
- ✚ Holding weekly meetings and setting sales targets for individual reps and the whole team.
- ✚ Organizing and operating incentive schemes to keep sales people motivated.
- ✚ Involved in the recruitment and training process off new staff.

#### 6. IGB TECHNOLOGIES LTD. (Gurgaon)

Sep '09 – Aug'10

**Role:** Worked as a Relationship Officer

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### Key Responsibility Areas:

- ✚ Spearheading efforts across developing healthy and strong business relations.
- ✚ Developing strategies to enlarge the core market base of the company.
- ✚ Successfully dealt and managed HNI Clients and achieved repeat business from them.
- ✚ Deftness in & effectuating business development plans for the purpose of achieving pre-designated revenue plans as well as cross selling of products
- ✚ Attending trade fairs, sales meeting and product seminars.
- ✚ Supervise customer service operations for rendering and achieving quality services.
- ✚ Instrumental in generating awareness for the products/ services provided through aggressive direct marketing efforts and product promotion and successfully increase the market share
- ✚ Assessing marketing opportunities, target markets, intelligence gathering.
- ✚ Successfully addressing customers' queries/complaints and evolving quick resolutions within minimum turnaround time.

### PROFESSIONAL PROFILE

- ✚ **MBA – Marketing** from **Mysore University** in 2009.
- ✚ **PGP – International Business** from **Cosmic Business School, New Delhi** in 2009.
- ✚ **Bachelor in Science** with from **C.S.J.M. University, Kanpur** in 2006.
- ✚ **Intermediate** from **H.M.S. Islamia Inter College, Etawah**
- ✚ **High School** from **H.M.S. Islamia Inter College, Etawah**
- ✚ **U.P. Board** in 2001.
- ✚ **U.P. Board** in 1999.

### PERSONAL DETAILS

- ✚ Date of birth:  
23rd January 1984.
- ✚ Marital Status:  
Married
- ✚ Language known:  
English, Hindi

I hereby declare that the information given above is true to the best of my knowledge and belief.

**Place:**

**Dated:**

**Ashutosh Kumar**