



Premal K. Betai

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Admin, HR, Compliance cum Facility Management

Key Skills:

Administration, Human Resource Management, Facility Management

Soft Skills:

Honest, Efficient with excellent oral and written communication, Good people interfacing skills, Pleasing personality, Energetic and self driven individual, Team player, Excellent interpersonal skills, Effective Multi-Tasking Abilities, Good Orator with Confidence and Presentation.

Education:

I.C.S.E. : Welham Boys School, Dehradun (1989) – 1st division

I.S.C. : Welham Boys School, Dehradun (1991) – 1st division

B.Com : University of Agra (1994) – 1st division

MBA (Human Resources), ICFAI (completed during 2012-2015 alongwith course of my employment) - 1st division

Experience

● **From July 2016 till date**

❖ **Company:** SBM Chemicals and instruments Pvt Ltd

o **Work Title:** Admin Manager.

o **Annual Pay:** Rs.9 Lac

o **Work Profile:**

Responsible for

- 1) Vendor Evaluation and Management.
- 2) Negotiating & Finalizing the best price for all purchase (interior designing, hardware and building material)
- 3) Preparing the Purchase/Work Order and managing all documentation related to each sub-contracting agency in a systematic manner until all payments are cleared.
- 4) Overseeing the maintenance of the following MIS reports as prepared by me-
 - a. Excel sheet that automatically computes the amount payable for each sub-contracting agency based on daily attendance inputs.
 - b. Amount spent on routine expenses pertaining to specific project work undertaken

- c. Amount spent on each material purchased for project from various suppliers.
- 5) Provided competitive sources of most like to like hardware materials already purchased at significantly higher prices and assisted the company to curb further losses in additional purchases.
- 6) Replaced sub-contacting agencies being equally efficient thereby curtailing Company outflows.

- o **Projects completed:**

- 1) Negotiated the best prices for all purchases related to turnkey interior designing and execution work for our MD's bungalow.

- **October 2010 to June 2016**

- ❖ **Company:** Tushar Desai Associates (Architecture, Interiors - Design & Turnkey Projects)

- o **Work Title:** Manager Admin & Purchase; HRM, BDM

- o **Annual Pay:** Rs.7.2 Lac

- o **Work Profile:**

Responsible for

- 2) Supervising complete ambit of all administration and HR related activities for complete staff; including but not limited to:-
 - i. Payroll Management
 - ii. Time management (Attendance & Leave management)
 - iii. Recruitment of staff (Interviews, Joining & exit formalities etc.)
 - iv. Facility Management of offices (2000 sq.feet)
 - v. Management Information Systems (MIS)
- 3) Sourcing and filling tender application forms (Online and Offline) related to
 - i. architectural and interior designing services
 - ii. empanelment of architects in various government / Non-government organizations;
 - iii. design competitions and all associated correspondence thereto
- 4) Vendor Evaluation and Management.

- 5) Negotiating & Finalizing the best price for all purchase (interior designing, hardware and building material purchases)
- 6) Preparing the Purchase/Work Order and managing all documentation in a systematic manner until all payments are cleared.
- 7) Organizing and managing parties/get-togethers for staff including selecting and planning the location, menu, games, activities, etc. every few months.
- 8) Overseeing the maintenance of the following MIS reports pertaining to:
 - a. Amounts: (All MIS reports prepared by me)
 - i. payable to suppliers
 - ii. receivable from clients and independently following up with them from time to time.
 - iii. spent on routine expenses such as :-
 1. Milk and Groceries
 2. Computer Accessories and Stationery
 3. Routine expenses pertaining to specific project work undertaken
 - b. Availability of various type of materials (plywood etc.) as used by the firm alongwith specific features and present cost.

o Projects completed:

- 2) Negotiated the best prices for all purchases related to turnkey interior designing work for several sites ranging from 1000 sq.ft to 1,00,000 square feet [commercial and residential – all interior designing, hardware and building material purchases]
- 3) Introduced and implemented effective & customized payroll system for all employees.
- 4) Created and modified format of various reports for effective administration and streamlining all work related to office and site execution, including:-
 - i. Inward and outward transactions to/from office
 - ii. Order requisition forms
 - iii. Purchase / Work orders
 - iv. Filing systems
- 5) Implemented smooth process flow of all documentation in office starting from recording its inward entry till its closure.

- **From May 2010 to October 2010**

- ❖ **Company:** Pharmabase India Pvt. Ltd.

- o **Work Title:** Manager - Operations

- o Annual Salary: Rs.6.5 Lac

- o **Work Profile:**

Responsible for

- 1) Facility Management (30,000 square feet factory premises at Ambernath & 15,000 square feet admin office & Laboratory building at Mahape)

- o **Projects completed:**

- 1) Assisted in sale of corporate office at Andheri (E) – (2000 sq.feet)
- 2) Managed to have all office equipments packed & transported from Andheri (E) office to office at Mahape
- 3) Set up PRA Telephone lines and internet connectivity in office at Mahape
- 4) Ensured all interior designing & other related work was complete at Mahape well in time so all staff could simply resume work from first day at Mahape office.
- 5) Organized and monitored import shipment to be received at Ambernath factory from JNPT (sea shipment)
- 6) Organized and monitored all export shipment & documentation efficiently.
- 7) Finalized and selected export agencies (by sea & by air) who were delivered on time more efficiently and economically for the company.

From 2007 - Till January 2010

- ❖ **Company:** Zeus International (strength: 500 employees)

- o **Work Title:** Manager Administration, Facility and Compliance

- o Annual Salary: Rs.4.8 Lac

- o **Work Profile:**

Responsible for

- 1) General administration
- 2) Maintaining facility for multinational buying agency audits as per bsci code – for social compliance
- 3) Training, developing and managing entire security staff

- 4) Vendor evaluation and management
- 5) Asset management
- 6) Preparing and finalizing guest house agreements, and maintaining the same for senior executives while being provided accommodation therein.
- 7) Communicating with presentations to various national and international auditing agencies.
- 8) Organizing audit dates for Bangalore and Gujarat units and monitoring work therein remaining in order well before scheduled dates.

o Projects completed (with related MIS reports)

- 1) New canteen block (2000 sq feet) : Selected the appropriate agency, modified drawing plans of architect, negotiated the total cost of project and daily monitored all activities till final completion of the project.
- 2) Supervised the re-structuring of production floor at facility (2000 sq feet)
- 3) Modified and updated all company policies (20+) as per the Industrial Disputes Act (Standing Orders) and seen its effective implementation at all levels.
- 4) Created formats for effective and efficient administration.
- 5) Developed and maintained the relevant records & registers to comply legal, social and corporate compliance.
- 6) Created suitable induction training program for new recruitments to ensure that they are acquainted with the people, culture, systems and procedures of the site (20,000 sq feet) and Company as a whole.
- 7) Introduced I-Cards and biometric time attendance system for all employees and effective payroll system
- 8) Modified format of production reports and created several other time-CTC reports for effective management and assessment of employee's productivity.
- 9) Made bank accounts operational for direct salary credit for all employees instead of paying cash, thereby eliminating risk and deriving productive use of staff each month.
- 10) Created format for monitoring diesel consumption of gensets, thereby minimizing pilferage.
- 11) Modified and updated records maintained by security, thereby minimizing risk to provide effective reporting.

- **From: 1996 to 2007**

- ❖ **Company:** Modern Vastu (Energy) Science

- o **Work Title:** Vice President

- o **Work Profile:**

- 1) General Administration, Supervision, Purchase and Vendor Management
- 2) Managing clients portfolio (accounts and purchases)
- 3) OD - Organized stalls in various Trade promotion exhibitions throughout the country.
- 4) Headed advertisement strategy and its execution.
- 5) Trained several candidates to understand and promote the concept and to sell products on a one-one basis after due demonstrations and presentations.

- o **Projects completed:**

- 1) Organized and managed stalls while participating in various exhibitions :-
India Trade Promotion Organization (ITPO), Pragati Maidan - New Delhi, India International Centre - New Delhi, Nehru Centre - Mumbai, World Trade Centre - Mumbai, India Exhibition Centre - Mumbai, Diabetes, Vastu Panorama - Indore, Worlds Aids Day - Kolkatta
- 2) Organized Free Healing Sessions at:
Osho Ashram- Bhimtal Nainital, Juhu Vile Parle Gymkhana Club - Mumbai, Neem Foundation - Mumbai and at various factories in Bharuch - Gujarat.
- 3) Organized and conducted interactive seminars with relevant demonstrations and Q&A sessions at over 20 Rotary clubs in Mumbai
- 4) Conducted training programs and interactive sessions at the HELP (Health Education Library for People), Fort, Mumbai at regular intervals.

- **From: 1994 to 1996**

- ❖ **Company:** Sushant Capitals Limited

- o **Work Title:** Asst. Executive

- o **Work Profile:**

- 1) Managed back-office work related to checking and filling various share transfer deeds
- 2) Took care of petty cash expenses
- 3) Traded online in equity shares on behalf of the company (NSE terminal)
- 4) Interacted with sub-brokers of the company (in total)
- 5) Visited stock exchanges and clearing houses and exchanged duly corrected physical delivery of shares with other stock brokers etc.
- 6) Was entrusted with the portfolio management of specific clients and interacted with them at all levels.

- **Computer Skills**

Well versed and proficient with:-

- 1) Windows, MS Office (Word-Excel-Power Point)
- 2) Scanning and emailing documents
- 3) Web Browsers: IE, Google Chrome & Firefox, Web Based E-Mail Correspondence
- 4) Net-Banking, System Security, Files & Folder Management, Back-Ups and Managing External Drives

- **Hobbies and Co-Curricular Activities**

- 1) Photography, Swimming, Reading
- 2) Selection of companies for Investment / Dis-Investment of equity Shares based on specific criterion. This has been a passion since 1994. I am handling my family's equity portfolio and am receiving good annual returns.