

Ankit Solanki

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PROFILE OVERVIEW

- An astute professional with an experience of 4.5+ years in handling administration and fleets.
- Specially experienced in handling administration of multiple locations from centralised NHQ.
- Proficient in managing & leading teams for deploying and running successful administration and facilities for continued excellence.

AREA OF EXPERTISE

- | | |
|-------------------------|---|
| • Facilities Management | • Fleet Management (Both Daily & Ad Hoc Cabs) |
| • Security Management | • Procurement & Vendor Management |
| • Team Management | • Budgeting & Cost Control |

PROFESSIONAL EXPERIENCE:**S Mobile Devices Limited (A Unit of Transsion Holdings) (July 2017 to till now)****Senior Executive – Administration**

- Handling administration and fleet or NHQ as well as 4 other facilities.
- Vending Machine maintenance, material procurement and pantry management.
- Preparing and implementing Admin Policies and procedures.
- Ensuring that facilities are well maintained and in good repair. Develop, implement and direct preventive maintenance procedures as appropriate.
- MIS and Processing of Monthly Bills as well as reconcile with vendor accounts when required.
- Handling Petty Cash and petty expenses.
- Repairing and maintenance of infrastructure and office assets.
- Supervision of Inventory management of consumables for administration on all locations.
- Responsible for housekeeping, security, support manpower management, Stationery inventory etc.
- Vendor Management, procurement and agreements related to admin purchase and contracts.
- Managing the facility cost within budget & planning cost saving initiatives in various cost heads
- Coordinating and arranging third party services of maintenance contractors, suppliers, vendors, etc.
- Organizing and monitoring meetings, conferences, events on festivals and product launches.
- Preventive measures and control on Company resources and assets to avoid misuse/ abuse.
- Taking care of warranty and AMC of assets procured and in use.
- Coordinating with building administration for access cards, security issues, car & bike parking.
- Parking Management (In Building as well as Private Open Car parking)
- Liaison with Public as well as private bodies for various administration issues.
- Assisting HOD in planning of admin prospects execution in new projects.

Hexaview Technologies Pvt Ltd(August 2016 to May 2017)

Sr. Executive – Administration

- Supervise and coordinate day to day office activities.
- Ordering and maintaining office stationery and equipment (when required).
- Sorting and distributing incoming post and sending outgoing post.
- Arranging travel through railway & flight booking and also booking for accommodation in Hotels and guest houses.
- Organizing and storing paperwork, documents and computer-based information.
- Arranging in-house and external events (if necessary)
- Providing IT support i.e. Skype connect printer installation, email configuration, system allotments & installment, Software installment.
- Daily Absenteeism Report.
- Hosting visitors and checking identification of all personnel.
- Organizing incoming and outgoing mail, including carrier deliveries, interoffice mail distribution.
- Ordering office supplies and maintaining inventory.
- Stocking supplies in the Office kitchen.
- Reporting/Addressing/Managing service requests and work orders.
- Coordinating and negotiating with vendor services.
- Processing and approving applicable facilities invoices.
- Maintaining building maintenance files, and vendor service files.
- Organizing any shipment requirements.
- Maintain assets sheet, Record keeping of working & non- working asset.
- Ensure all site management and operations practices are in compliance with company and client standards.
- Coordinate movement of furniture to and from storage sites and within.
- Coordinate and/or perform maintenance on furniture and office equipment.
- Maintain CCTV & Biometric machine & their data processing.
- Ordering New Assets using different online sites.
- Prepare Performa Invoice, Work Order and Purchase Order.

Manikaran Power Limited (October 2013 to August 2016)

Administration Executive

- Maintaining building maintenance files, and vendor service files.
- Organizing any shipment requirements.
- Maintain assets sheet, Record keeping of working & non- working asset.
- Ensure all site management and operations practices are in compliance with company and client standards.
- Coordinate movement of furniture to and from storage sites and within.
- Coordinate and/or perform maintenance on furniture and office equipment.
- Maintain CCTV & Biometric machine & their data processing.
- Ordering New Assets using different online sites.
- Prepare Performa Invoice, Work Order and Purchase Order.
- Providing IT support i.e. Skype connect printer installation, email configuration, system allotments & installment, Software installment.
- Daily Absenteeism Report.
- Hosting visitors and checking identification of all personnel.
- Organizing incoming and outgoing mail, including carrier deliveries, interoffice mail distribution.
- Ordering office supplies and maintaining inventory.
- Stocking supplies in the Office kitchen.
- Reporting/Addressing/Managing service requests and work orders.
- Coordinating and negotiating with vendor services.
- Processing and approving applicable facilities invoices.
- Arrange and meet daily and longer term consumable needs of the company, staff and department's requirements.

- Monitor the operation of the company pantry area, cafeteria, housekeeping and security.
- Maintain and oversee the office furniture, furnishings and electronics equipment.
- Coordinate and monitor the development of the company's admin and support staff.
- Ensure that the company's electricity, water supply and sanitation systems are regularly inspected for efficiency and safety.
- Processing/verification of all monthly bills before forwarding the same to Finance.
- Selecting and developing in-house/outsourced vendors, keeping Company's interest and maintaining quality/standards.
- Renewals of AMCs for both corporate office and Guest Houses all over India.
- Renewals of Insurances of all the companies' vehicles, property and group med claim and personal accident policies for employees.
- Purchase requisition and Purchase orders finalizing for both corporate office and Guest Houses.
- Responsible for troubleshooting of problems related to network, EPBX, telephone lines and Wi-Fi.
- Apart then all of the above, also handling the IT related works like software installation, server backup, purchase of IT items, troubleshooting of problems in Pcs, coordinating with AMC vendor for hardware related problems and with the Group IT company for other IT services like email id creation & deletion, software updates, Wi-Fi network, firewall etc.

QUALIFICATION:

PROFESSIONAL:

- Successfully completed 6 months' computer application course from renowned institute with a typing speed of more than 30 wpm and working knowledge of windows 98, 2000, XP, Vista, 7 and also comfortable for working on MS-office, Internet and other commonly used computer applications.

ACADEMICS:

- Graduation from DBRAU University (2013)
- Passed intermediate from U.P. State Board (2010)
- Passed High School from C.B.S.E. Board New Delhi (2008)

HOBBIES:

- Biking and Music.

PERSONAL DETAILS:

- **Father's Name: Harendra Singh**
- **Birth Year: March 1993**
- **Nationality: Indian**
- **Marital Status: Unmarried**
- **Languages Known: Hindi & English**

(Ankit Solanki)

Date:

Place: