

LALIT SHARMA

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**Aspiring to scale heights in the domain of Administration with an organisation of high
repute**

Professional Preface

- * A dynamic individual with highly motivated & positive attitude towards life.
- * Skilled with creativity and initiatives to achieve set goals.
- * Possess exceptional team spirit thereby helping in easy achievement of organisational & personal goals.
- * An effective communicator with excellent relationship building & interpersonal skills.

Job Profile

- **General Administration**

- Overseeing administration of department and maintaining coordination between various internal departments for smooth function.
- Coordinating with the team for sending the MIS report to HOD on daily basis.

- **Office Administration**

- Planning and budgeting the administration expenses and working towards minimizing the operational expenses/cost.
- Providing high level administrative support involving efficient management of office equipment, communication instruments, arrangement of imprest money, housekeeping, office automation and office administration.
- Handling, inbound/outbound correspondence, vendor payments, couriers and sundry work like taking care of re-imbursement, gathering all kind of information.
- movement, courier inward and outward etc.
- Maintaining the records of all assets materials and related documents received & dispatched.

- **Office Maintenance**

- Supervise all operations and maintenance works.
- General maintenance work of Office equipment, Work Shop equipment like Machinery, Lift and Mechanical tools etc.
- Regularly check the safety equipment

CURRENT COMPANY-FLIPKART.COM (E – COMMERCE COMPANY)

LOCATION- GURGAON

DESIGNATION- OPERATION EXECUTIVE

DURATION-JULY'18 TO DEC' 18

- Looking cancellation, payment and refunds, order placement (sales), courier returns, customer return, exchanges, invoicing, declaration form for refund purposes,
- Payments analysis and tracking
- EGV(electronic gift voucher) and wallet
- Tracking of Order shipped or return to origin
- Order tracking

Previous Company

COMPANY: "RAAS INTRATECH PRIVATE LIMITED"

DESIGNATION: SR. EXECUTIVE (ADMINISTRATION)

LOCATION: VASANT KUNJ (DELHI)

EXPERIENCE: JAN'15 TO OCT'15

Vendor management (vendor payments, negotiation)

Making purchase Purchase order and work order as per requirement.

Making new vendors for the company as per requirement

Supervise all operation and maintenance works.

Maintain records of all assets material (stock register).

Maintain courier work (document and material received and dispatched).

Maintenance vehicles of company (insurance, repair work)

AMC (Diesel generator sets, hitachi ductable AC, AMC renewal (AC)

To purchase new assets for the company.

Planning and budgeting expenses.

Supervise pantry and housekeeping related activities.

Dresses for company staff

Electricity bills+datacard bills (maintenance of record and timely payment)

Airtel bills+ MTNL bills (payments, number port, new number, tracking of mobiles of company)

Security management (Rate contract and contract renewals as per minimum wages act)

Arrangement of imprest money (vouchers).

Stationery arrangement, printing of brochures and cards and other misc works.

Mails for payments, permissions, courier dispatch detail with docket number.

Transportation arrangement for company employees as per their requirement.

Liaison work, ticketing and hotel arrangements etc.

COMPANY: "ARTECH INFOSYSTEMS PVT. LTD"

LOCATION: NOIDA

DESIGNATION: ADMIN EXECUTIVE

DURATION-JULY'16 TO JUNE'18

COMPANY : ROHAN MOTORS LIMITED
Designation : Sr. Executive-Administration
Duration : August 2010 to Nov 2013

A FACILITY

Housekeeping
Security
Pantry
Postage & Courier
Stationery & Printing
Newspaper & Periodicals
Pest Control
Medical
Staff Welfare
Maintenance of Fire Safety Equipments
AMC(Annual Maintenance Contract) of Gensets, AC's etc
Supervision & monitoring of operation & maintenance work
Key Management(Allotment of keys & workstation to employees)
Guest house management, Checking Faxes
Payment of bills(Electricity & Water bills etc)
Maintain Stock Register
Maintenance of Files & Records
Vehicles Management(Insurance & Repair work)
Making new vendors as per requirement
Parking and Local conveyance(Allotment of Car and bike sticker as well as their slot records)
Maintain data of employees(Joining & leaving)

B **VENDOR**
MANAGEMENT
PURCHASE &
PROCUREMENT

Negotiation with the vendors, Making Comparison Sheets): Purchase of capital assets, Furnitures and Fixtures, Ac's etc

Making Purchase order & Work order as per requirement
All AMC and Licence Renewals (Work Order)
Maintain Record of Purchase order, Indent order and Work order
(From one fiscal year to another)

C **TRANSPORTATION**

Provide cabs as per employees requirement
handled 60 Cabs(Approx): CMS Entries, stay back reports, cab deduction reports, Routing, Cab delay tracking reports, Roaster update as per requirement(New joiners & change request), Handled (Pick-ups & Drops)
Cab & Travel reimbursement as per Company travel reimbursement policy.

- D TICKETING** Domestic Ticketing & International Ticketing
 Maintain records of travel itinerary to track expenses done on travel from one fiscal year to another.
 Travel Reimbursement(Travel reimbursement form +Boarding pass+Hotel bills+ Food bill+ cab bills etc)
 Hotel arrangements for foreign guest & employees.
 Passport & Visa work for International Travelling
 Note: Reimburse to be done as per policy as well as per diem.
- E BUDGETING** Making monthly budget and Yearly budget of Facility & utilities.
 Tracking Expenses(Quarterly meeting to check any discrepancy in budget & rectify it)
- F EVENTS MANAGEMENT** R & R Ceremony (Rewards & Recognition) every Quarter.
 Celebrate Sports month(Make arrangements of sports matches(Indoor & Outdoor)
 Arrangement of Get Together Party(New Year eve &
 Outstanding Performance of employees & other auspicious occasion)
 Staff welfare(Birthday celebration, Farewell)
- G FOOD** Arrangement of Food Coupons as per strength of the company from food court
 Check quality of food
 Arrangement of Refreshments, Lunch, Dinner for foreign guest

Scholastics

MBA (2007-9)

IEC College of Engineering and Technology, Greater Noida, UP Technical University. Secured aggregate 2nd Division with 57%.

Bachelor Of Science

Ghyan Maha Vidhyalaya, Dr. Bheem Rao Ambedkar University in 2007. Secured 1st division with 61%.

XII (Science)

Army School, Pathancot (Punjab). Secured 1st division with 62%.

X

Army School, Distt. Solan (HP). Secured 1st division with 60%.

IT Skills

- ☆ Expertise in operating MS-Office Applications (Word, Excel & PowerPoint) and Internet Application.
- ☆ Proficient with Windows.

Other Accolades

- ☆ Won Gold Medal in Athletics.
- ☆ Actively participated in NCC Camp with best cadet.
- ☆ Actively participated in Blood Donation Camp.

Personal Dossier

Date of Birth: 05th December, 1984

Address: A-566, GD COLONY, MAYUR VIHAR PHASE- 3, NEW DELHI

Linguistic Abilities: English, Hindi

Nationality: Indian