**Gaurav Pant**

**Mobile:**+918504877802 ~ **Email:+ Gauravpant842@gmail.com**

**Seeking assignment in in-house administration and facility supervision**

**SUMMARY**

* Over 30 months of experience in handling in-house administration.
* Currently employed as Adminstration Executive in Teleperformance India, Jaipur, Rajsthan
* An BHM from kumauon University, Nainital, Uttarakhand in 2013.
* Given multiple awards for service delivery and was an NCC cadet.
* Have good negotiation skills and traits of supervising office functions.

**COMPETENCY**

UPS

Email

Photocopiers

Fax Machines

D.G

Videoconferencing

Phone Systems

Additional Office Tools

**WORK EXPERIENCE**

**Teleperformance India**

**Jaipur Rajsthan** **Oct’15 to Till date**

*Roles*

**Facility Management**

Housekeeping , Services, Cafeteria Management, Utilities (Electricity & Water Management.

**Safety & Security**

Security Guards, CCTV& Access Control Management, Fire Safety- Equipment & Drills

**Employee Transportation**

Pickup & Drop of Employees, Cab management,

**Travel & Hospitality Management**

Air/Train/, Travel Management, Transport management for clients and guests , Hotel stay Management .

**Hospitality** (Lunch, Dinner, any other specific request) for client & guests. Courier Service, Guest house management,vendor invoices ,pattey cash.

**Purchase bills & Vendor Management**

New equipments,Pattey cash Monthly Item and any other things as per office requirements

**Fix Asset Management & Procurement**

Strict adherence to the company’s purchase policies and procedures, recording of the assets and fix asset management system, bar code, physical verification of assets, Gate pass mechanism**.**

**Repair & Maintenance**

Equipment maintenance, Building maintenance, Infrastructure etc

**HCL New delhi dec’ 14 to sep’ 2015**

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**AWARDS**

* Awarded
* *1st Strike* as Certificate of Appreciation in August 2011
* *Best Active Administration Award* for security control for checking on incoming & outgoing entries.
* *Admin Executive of the month in Teleperformance India.*

**CERTIFICATIONS**

* On Complete Business Accountant, Cost Accounting,Tally.9,Tax,etc from IIJT in 2011.

**IT SKILLS**

* Proficient in MS office, Outlook, Excel & MozillaThunderbird.

**EDUCATION**

* B.H.M from Amrapli grop of institute , Haldwani, Nainital in 2013.
* 12th from Uk Board(PCM Strem) in 2010.

**PERSONAL DETAILS**

**Date of Birth:05/07/1994**

**Father’s Name – Harish chandera pant**

**Address: Pithoragarh uttarakhand 252631 .**

**Gaurav pant**

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