

## RESUME

Vaibhav Bhatia

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### OBJECTIVE

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Looking forward Challenging Position in a Professional organization where I can enhance my Skills, Strength and commitment in a warm and supportive environment in conjunction with the organization's goals and objective.

### EXPERIENCE

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Allied India Pvt Ltd

(From August 2018 to till date)

Role & Responsibilities:

Admin/Procurement cum Operations Manager

- ✓ Responsible for handling complete client coordination.
- ✓ Responsible for vendor management, Infrastructure and Facilities Management.
- ✓ Responsible for providing all services in order to ensure effective and efficient operations on day to day basis. Dealing with International clients.
- ✓ Responsible for conducting meetings.
- ✓ Responsible for training & managing staff.
- ✓ Responsible for helping team members & other team members.
- ✓ Responsible for maintaining, preparing MIS for all the work assignments & follow up them on regular basis,
- ✓ Responsible to procure as description given by the company needs and business.

### Facilities Management:.

- ✓ Space Management for new employees as directed by the company directors.
- ✓ Coordination of Lease agreements / renewals for Office & Branches.
- ✓ Coordinating with building authorities for building related Matters
- ✓ Reporting to the client on weekly & monthly Basis.
- ✓ Able to lead, guide & motivate entry level & middle staff level.

- ✓ Maintaining relationship with quality vendors that they are reliable & cost effective
- ✓ Make daily reports of Attendance, consumable report, incident report & client meeting tracker.
- ✓ Handling Employees queries & handling them in a professional manner.
- ✓ Ensure all operations & safety procedures are followed properly..
- ✓ Have good knowledge of housekeeping Chemicals.
- ✓ Office Equipment/ Assets & Stationary.
- ✓ Process respective invoices with relevant approvals
- ✓ Maintenance of Company Assets, responsible for office access card and stationary etc. for new joiners.
- ✓ Assisting with all aspects of administrative management, logistics, equipment inventory and Storage.
- ✓ All office expenses such as rent, electricity, stationery and supplies, repairs and other house-Keeping expenses, courier charges etc.

#### Managing Employee Requirements:

- ✓ Maintains charge of Office premises and utilization of meeting rooms.
- ✓ Handling travel desk for Pan India & outside India. Ensure that travel is within the budget. Employee relocation - Travel/Transportation, arrangement for hotel stay (domestic and international), visa processing and Temporary Living Assistance.
- ✓ Organizing travel and preparing complex travel itineraries, issuing invitation, covering Letters, NOC's etc. for visa issuance,
- ✓ Co-ordinate employees, client and delegate visits - logistics like accommodation, ground transfers, lunch/dinner, conference rooms, etc.
- ✓ Close Coordination with other departments and other branches for travel and any other task related to CXO offices.
- ✓ Assisting CXOs in day-to-day activities, meetings, seminar, conferences, calendar maintenance, handling his expense reports, etc.
- ✓ Maintain confidentiality of information.
- ✓ Communicate and handle incoming and outgoing electronic communication on behalf of the CXOs
- ✓ Organizing events like off site, conferences etc.
- ✓ Needs to procure/purchased items for the employees & directors as per the request.
- ✓ Maintains decorum within the organization & regulates visits of external clients & customers.
- ✓ Facilitates & organizes Web Ex/zoom meetings for all stakeholders.
- ✓ Team send requests for making Visiting card & I-Card for all the employees by the manger approval.

### Pantry/ Cleanliness & Safety:

- ✓Responsible for ensuring a safe & secure environment by implementing company's health and safety policy
- ✓Ensure clean & hygienic food & beverage supply (kitchen/ lunch facilities)
- ✓Team Maintain clean & hygienic in restroom facilities
- ✓Job allocation and Supervision of Office Boys / Pantry Staff.
- ✓Conducts supervision activities.
- ✓Contributes to team effort by accomplishing related results as needed.

### Vendor & Contract Management:

- ✓Effectively negotiate on cost with vendors and implement best vendor.
- ✓Responsible for Managing relationships with all Clients, suppliers & vendors including contracts and negotiating office & premises contracts etc.

N Sure Pvt. Ltd.

Admin/Procurement Administrator (From July 2008- August 2018)

### Role and Responsibilities:

- ✓Team ensure to keep front desk tidy and presentable with all necessary material.
- ✓Greeting and welcoming guests.
- ✓Answering questions and addressing complaints.
- ✓Assist housekeeping department in servicing the guests during high volume.
- ✓Responsible for all billing & P.O instructions are correctly updated.
- ✓Arrange/book Conference rooms for Directors & other Guest.
- ✓Organizing Events domestic as well as international.
- ✓Confirmed bookings & notified clients of passport, visa & currency requirements
- ✓Managing vendors for taking quotes, price negotiations and good customer experience.
- ✓Preparing & updating tracker.
- ✓Taking requests to block guest house for directors & guest.
- ✓Team ensure all incoming couriers record in excel & register.
- ✓Prepare budget for housekeeping, stationery & related with Company infrastructure.
- ✓Team ensure timely payments for electricity bills & mobile bills.
- ✓Team ensure to train & supervise housekeeping team.
- ✓Needs to take immediate action for any Complaints received by guest.
- ✓Regular check for the discipline maintained for the cleanness of housekeeping.
- ✓Man power planning and management"
- ✓Taking care of rate contract/agreement of services providers.
- ✓Team ensures that the housekeeping members are properly groomed & well behaved.
- ✓Organizing travels from beginning to end, including ticket, accommodation and transportation.
- ✓Confirmed booking & notified clients/Directors for passport, visa & currency requirements.

### Procurement Majorly Handled In:

Housekeeping- Team ensure the cleaning, hygiene and ambience look and feel is refreshing and energetic

Inventory management- Keeping track on the inventory & consumables, forecasting and budgeting for the same connecting with the vendor doing negotiations.

Event Management- Managing events conferences and meeting as per the desired theme and required utility.

Employee Support Management: Providing the best support services to the employees in terms of Employee Needs, Safety & Security, Health & Hygiene, Foods, and Events & Recreational.

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### Professional Qualification:-

One year Diploma in Computer Programming from Baba Sahib Ambedkar Institute (affiliated to ITI), - July 2006

Packages: C, C++, Photo shop, Good command on Ms Office (Word, Excel, Power Point, Outlook), Tally

### Academic Qualification:-

Bachelor of Arts (2008) from Delhi University, Delhi Completed  
M.B.A from Mahatma Gandhi University

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### KEY STRENGTHS

GOOD COMMUNICATION & INTER PERSONAL SKILLS. ABILITY TO LEARN FAST ADAPT TO ANY SITUATION. HARD WORKING, DEDICATED, SINCERE, PROACTIVE & MULTITASKING.

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### PERSONAL DETAILS

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|-----------------|--|
| Father's Name   | : Shri Bharat Bhushan Bhatia             |
| Date of Birth   | : 15 <sup>th</sup> October 1984          |
| Marital Status  | : S i n g l e                            |
| Languages known | : English & Hindi                        |
| Hobbies         | : Travelling, Music, Making new friends. |

Date \_\_\_\_\_

Place \_\_\_\_\_

(Vaibhav Bhatia)