INDERPRAKASH R

**Email:** **inderprakash.276671@2freemail.com**

|  |
| --- |
| Assignments in Administration / Facility Management with an association of highly reputed company |

**CAREER OBJECTIVE:**

To work in an organization in the administrative manager field where i could use my knowledge for growth of the organization and to carve a niche in this competitive world.

**Organizational Experience:**

**Employer : WhatsOn India Media Pvt. Ltd. December 2009 to present**

**Designation : MANAGERHR OPERATIONS &ADMINISTRATION**

**Location : MUMBAI**

***Job Responsibilities:-***

♦ Issuing Offer/Appointment Letters/Experience/Reliving Letters to employees

♦ Sending Birthday & Festival mails to employees

♦ Maintaining Employees Personal Files

♦ Time Keeping, Leave Management, Managing Pay roll on Spine ERP system

♦ Space allocation for employees and arranging Data Cards, Visiting Cards & Swipe Cards for New Joinees.

♦ Negotiating and coordinating with various vendors for all office requirements.

♦ Dealing with vendors regarding timely submission of bills and payments.

♦ Dealing with Housekeeping staff for ensuring good cleaning work in office premises.

♦ Maintaining and keeping record of all office stationery.

♦ Handling cafeteria functions.

♦ Handling Security.

♦ Maintaining inventory of all office assets.

♦ Handling petty cash.

♦ Maintaining various AMCs and Agreements related to Govt. Bodies.

♦ Liaison with BMC for renewal of Shops & Establishments.

♦ Responsible for the maintenance and infrastructure work for all the office facilities.

♦ Managing the Travel Desk (Hotel/Flight reservations/Visa/FOREX)

♦ Event organizing and coordinating for official get together, picnics, parties, lunches etc.

♦ Responsible for implementing and executing Admin policies.

**Employer : Inter Ocean Ship Repairs LLC. November 2008 to November 2009**

**Designation : SR. EXECUTIVE ADMINISTRATION& HR**

**Location : DUBAI (CONTRACT)**

***Job Responsibilities:-***

♦ Maintaining and keeping record of all office stationery.

♦ Handling cafeteria functions.

♦ Handling Security.

♦ Maintaining inventory of all office assets.

♦ Maintaining various AMCs and Rental Agreements.

♦ Responsible for the maintenance work for all the office facilities.

♦ Managing the Travel Desk (Hotel/Flight reservations/Visa/FOREX)

♦ Recruiting & staffing logistics.

♦ Issuing Offer / Appointment Letters

♦ Maintaining employees files as per HR filing system

♦ Time Keeping, Leave Management, Managing Pay Roll system

**Employer : ACC Concrete Ltd. April 2008 to November 2008**

**Designation : ADMIN CO-ORDINATOR (TRAINING DEPT.)**

**Location : MUMBAI**

***Job Responsibilities:-***

♦ Assisting Training Team in Induction Programme.

♦ Arranging Training rooms as per the Calendar.

♦ Arranging accommodations and Air/Train Tickets for Trainees from different part of the country.

♦ Maintaining and keeping record of stationery and training material.

♦ Handling petty cash.

♦ Event organizing and coordinating for official get together, picnics, parties, lunches etc.

**Employer : Alok Industries Ltd. Jan 2007 to April 2008**

**Designation : SR. EXECUTIVE ADMINISTRATION**

**Location : MUMBAI**

***Job Responsibilities:-***

♦ Negotiating and coordinating with various vendors for all office requirements.

♦ Dealing with vendors regarding timely submission of bills and payments.

♦ Handling Transport.

♦ Responsible for the maintenance work for all the office facilities.

♦ Managing the Travel Desk (Hotel & Flight reservations)

**Employer : Mercury Link Systems Ltd. Jul 2000 to Nov 2006**

**Designation : SR. EXECUTIVE HR &ADMINISTRATION**

**Location : MUMBAI**

***Job Responsibilities:-***

♦ Negotiating and coordinating with various vendors for all office requirements.

♦ Dealing with vendors regarding timely submission of bills and payments.

♦ Dealing with Housekeeping staff for ensuring good cleaning work in office premises.

♦ Maintaining and keeping record of all office stationery.

♦ Looking after vouchers

♦ Forwarding of bills after verification

♦ Handling cafeteria functions.

♦ Handling Security.

♦ Ordering monthly requirements in terms of stationery, cafeteria items, HK items

♦ Handling Transport.

♦ Responsible for all the maintenance work for all the office facilities.

♦ Managing the Travel Desk (Hotel & Flight reservations)

♦ Maintaining various AMCs.

|  |
| --- |
| **ACADEMIC QUALIFICATIONS** |

1. B. A. from Mumbai University, 2004.

2. H.S.C from Guru Nanak College, Mumbai, 1999.

3. S.S.C. from AM Kewalramani Premier High School, Mumbai 1994.

|  |
| --- |
| **COMPUTER SKILLS** |

>MS OFFICE (Word, PowerPoint, Excel, Internet Explorer/Mozilla/Outlook)

|  |
| --- |
| **PERSONAL DATA** |

>D.O.B: 13 August 1977

**Hobbies:**

>Reading, Playing Cricket, Travelling & Watching Movie

**PERSONAL EFFECTIVENESS:-**

♦ Confident of independently carrying out assigned work,

♦ Deep regards for deadlines, work schedules and timely completion of tasks,

♦ Extremelyorganized,

♦ Proficient at Communication skills, Public relations, & Team work,