Facility Administration Resume

Name : Jason

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**Career Objective:**

To build up my career with the help of my basic skills of technical, analytic, logical and communication strength while enabling the organization to achieve targets and growth.

**Work Experience:**

**Transport Admin Executives at AXA business service for Feb 2017 to May 2018 in Pune .**

Worked in diverse environments ranging from corporate house in India.

* We used to get the employee roster for the week according get their pickup and drop done.
* I have done the data entries regarding for the filet of pickup and drop of the shift.
* I use to even handle compliances ( checking the steepen, license and other documents of the vehicle
* Organize work schedules, duty rosters and shifts.
* Assisting with the day to day problem and giving a proper resolution.
* Attending meeting regarding and event managing or employee concern.
* Cultivating a positive working environment for all supervisor and driver to work in.

**Facility Admin Management at Ethocle Research and Development Nov 2016 to Jan 2017 in pune**

* Well versed in various Administration activities such as office administration, facilities management, security, event management, diary management.
* Arrangement for meeting and conferences room.
* Inspecting the floor area to ensure that tables and chair have cleaned and arranged properly.
* under table areas have been Vacuumed and polished properly.
* Weekly check the Stationary if need refill and updated in excel sheet .
* If any electrical or Maintenance issues get it done from the maintenance team and report to be send for the same .
* Pest control to be done time to time
* Daily check how many security our present for due and update their attendance.
* Computer knowledge – MS office, Excel, Power point, internet & outlook.

**Trainee in Baker gauges from August 2011 to August 2012**

* **Drilling line section ( drilling for dial gauges )**
* **Rimming for dial gauges .**
* **Preparing Air gauge Body front and back.**

**Education**:

* 2012: Passed ITI from government of Maharashtra
* 2009: Passed SSC from Pune university

**Job Responsibilities:**

To meet day to day administrative needs, coordinate with different divisional heads to understand their requirements and ensure smooth functioning.

**Facility Management:**

* Ensure health, safety and hygiene requirements are fully met as per Company Policies.
* Maintenance contracts, contracts for Fire systems, general cleaning and pest control.
* Office automation equipment’s, canteen operations, facilitate requirements for day to day operations.
* Ensure timely service of equipment’s to avoid breakdown etc.

**Transportation:**

* Keeping proper record of vehicle movements.
* Ensure timely service and repairs of vehicles to avoid break downs.
* Keep record of fuel consumption, deployment of right vehicle for right job, briefing drivers to ensure safety of Employees.

**Event Management:**

* Facilitate and provide required materials and equipment and finalize.
* Venue for smooth conduct of all events, arrange refreshments, ensure proper protocol is followed etc.

Note: I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

**Personal Details:**

Nationality : Indian

Date of Birth : 20/12/1991

Marital Status : Unmarried

Visa status : Visiting visa

Languages : English, Hindi, Tamil, Marathi