AKSHAY



[Akshay-393503@2freemail.com](mailto:Akshay-393503@2freemail.com)

Personal Details



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| Date of Birth | : | 01/12/1987 |
| Marital Status : | | Married |
| Nationality | : | Indian |

Objective



Enthusiastic and highly motivated with more than 12 years of work experience, ready and eager to apply theoretical knowledge and practical experience. Possesses a strong work ethic and desire to further develop knowledge and skills. Effectively manages multiple tasks at a time with competing deadline.

IT Skills



Excel, Word, Power Point, Tally, SAP, Lotus, Outlook, Helios, Concur, AutoCAD 2D etc.

Education



|  |  |
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| *2018* | IIBMS |
|  | BBA (Administration) |
| *2006* | DVM College, Maharashtra |
|  | HSC |
| *2003* | St. Anthony's High School |
|  | SSC |

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|  |  | Experience |  |  |
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| *August 2015 - July* | Administration Incharge | | |  |
| *2019* | - Handling Repair & Maintenance work i.e. Electrical, Carpentery, Plumbing | | |  |
|  | and Civil. | | |  |
|  | - Taking care of Safety items like Smoke/Heat Detector/Fire Extinguisher. | | |  |
|  | - Maintaining in house plants. | | |  |
|  | - Taking care of all Housekeeping work. | | |  |
|  | - Handling Space Management. | | |  |
|  | - Handling Key Management. | | |  |
|  | - Helping hand for Procurement Team. | | |  |
|  | - Preparing Budget related to an Administration. | | |  |
|  | - Taking update on Oﬃce Stationary consumption and inventory. | | |  |
|  | - Taking update on Housekeeping material consumption and inventory. | | |  |
|  | - Handling Security Guard, Gate Pass Book, Inward, Outward, Lost and Found Register's | | |  |
|  | - Submission of Invoices and payment follow-up. | | |  |
|  | - Organizing events like National Days, Navratri/Dusshera, Diwali, Christmas etc. | | |  |
|  | - Arranging Pest control of oﬃce area. | | |  |
|  | - Looking after oﬃce boys and their requirements. | | |  |
|  |  | | |  |
| *February 2014 -* | MIS Executive | | |  |

*August 2015 May 11 - February 2014*

- Creating Purchase Request in Helios system.

- Follow Up for Purchase Order from Purchase team.

-Working in SAP (MIGO / ME2L / ML81N / FBL1N) for doing GR/SR.

- Maintaining data of PR, GRN & SRN in excel sheet.

- Maintaining files of Invoices, Credit Card & Expenses statement which are submitted to

S2P team.

- Handling petty cash and utility, purchase and travels credit cards.

- Submitting petty cash invoice in Concur system for reimbursement.

- Submitting purchase and utility card statement along with invoice to S2P team and

making sure payment are done before due date.

- Follow Up from Genpact Team for Vendors payment.

- New mobile phone connection.

- Preparing Budget sheet.

- Printing of Visiting Card.

- Helping dispatch team for Inward & Outward courier when required.

- Activation & deactivation of Reliance Data cards.

- Providing monthly provision to Finance team.

- Generating MIS Reports Monthly.

- Stationary/ Housekeeping Management/ Stock.

- Managing the Helpdesk in absence of Operator.

Huntsman Advanced Material Pvt. Ltd. (IKYA)

Administration Executive

- Managing various vendors their AMC's.

- Handling car booking on hire/rental basis.

*February 2009 - May 2011*

- Handling various teams like housekeeping, pantry, oﬃce boy and security guards.

- Maintaining attendance of all employees and punching machines.

- Coordinating with vendors for electrical, carpentry, plumbing and A/c servicing work.

- Make sure pest control is done from time to time.

- Maintaining tea & coffee vending machine and stocks.

- Handling PF & ESIC challans of contractors.

- Making arrangement of flowers & greetings for birthdays, anniversaries, newborn and

condolences.

- Printing of visiting cards, letter heads, certificates etc.

- Looking after stationery requirement.

- Handling Petty Cash.

- Arrangement of event or celebrations which is conducted in Oﬃce premises.

- From July 2012 started working in SAP in various platforms i.e. MIGO & ML81N to

support Supply Chain.

- New mobile phone connection.

- Arrange conference call.

Vipul Facility Management Pvt. Ltd.

Facility Executive

- Attending calls on various complaints & request, forwarding the same to different

discipline i.e.; housekeeping supervisor, technician, and oﬃce boy. And taking follow-up

for the same and get it done.

- Updating Daily Facility Report.

- Updating daily attendance of all the staff.

- Keeping track on Water Tanker & Drinking water consumption on monthly basis.

- Updating track & distribution on Tata Photon to the employee as per the instruction.

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|  | - Updating track on mobile bills of Vodafone & TTML which belong to Tata Employee. | | |  |
|  | - Look after vendor’s billing document. | | |  |
|  | - Cross checking of Log Book & all Checklists of Housekeeping Supervisor. | | |  |
|  | - Supervising housekeeping, oﬃce boys & pantry boys’ team. | | |  |
|  | Ebiz.com Pvt. Ltd. | | |  |
| *May 2007 -* | Associated | | |  |
| *February 2009* | - Have created group of 1000 associate by promoting company's product. | | |  |
|  | ICICI Prudential Life Insurance | | |  |
| *March 2006 - May* | HR Executive Assistant. | | |  |
| *2007* | - Updating tracker of day to day new joined employee. | | |  |
|  | - Arrange training for new joined employee. | | |  |
|  | - Provide facility for new joined employee like workstation, stationery, phone, employee | | |  |
|  | card, visiting cards, joining formalities etc. | | |  |
|  | - Maintaining stock & track of R&R. | | |  |
|  | Scribe Financial Service | | |  |
| *April 2004 - October* | Data Entry Operator | | |  |
| *2005* | - Handling Petty Cash. | | |  |
|  | - visit to client’s residence to collect day to day bills for Accounts purpose. | | |  |
|  | - Taking care of oﬃce premises. | | |  |
|  | - Worked in Tally 4.5 | | |  |
|  |  | Skills |  |  |
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* 9 years of experience in Facility Management. \* Expert in Space Management - Team work - Taking Good decisions and problem solving

Additional Information



* Was part of taking handover from CBRE and setting Vipul Facility in Tata Communication for Facility Management Services.
* Payed Major role in shifting of 300 employee from 1 location to other location in Huntsman.
* Have found a space and doing full setup of oﬃce cum warehouse in Parekh

Language



* Read : English, Hindi, Marathi - Write : English, Hindi, Marathi - Speak : Gujrathi, English, Hindi, Marathi

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