**Rahul Verma**

Mobile: 9711902791/9899441904; Email: rv.verma7576@gmail.com

Address: B 286, New Ranjit Nagar, West Patel Nagar New Delhi 110008

# Career objectives

Leverage my skills and capabilities, by aligning my personal goals with the organizational goals, to become an asset for the organization. Always aims to find learning opportunities, to constantly grow as a professional and to keep pace with the changing times.

Currently Working:

**Company** **: Samsung SDI India Private Limited**

**Duration : Apr 2019 to Till Date**

**Position : FACILITY/ADMIN/HR/FINANCE – Senior Manager**

# Key Responsibilities:

Currently working with Samsung SDI India Private Limited as a Manager, with the team (50 members) handling Salary, security, employee insurance, recruitment, compliance issues and also local, domestic & international travel, office logistics, events, vendor management, banking, billing and reimbursements.

# Key Skills:

* Property strategy.
* Space management.
* Communications infrastructure.
* Building maintenance.
* Testing and inspections.
* Building administration.
* Contract management.
* EHS(environment, health, safety).
* [Security](https://www.sourcesecurity.com/insights/internet-iot-aids-facility-management-physical-co-1544632565-ga.1544627563.html)**.**
* Business continuity planning.
* Managing renovations and refurbishments.
* Managing all banking related operations and control IT related systems.
* Control all security systems.
* Control Wages of All employees.
* Employees Health Insurance, leaves, Attendance, verification.
* Control All Expat’s related work – Travelling, Visa and Hotels Etc.
* Control all pantry operation work and also office stationary.
* Managing All vendors and payments
* Manage invoices, billing and reimbursements for the entire team.
* Maintain all office records for Audit Purpose Like – Office Assets billing records, employee records, electricity, maintenance etc.

# Roles & Responsibilities:

* Sourcing and overseeing contracts and service providers for functions such as catering, cleaning, parking, security, and technology.
* Advising businesses on measures to improve the efficiency and cost-effectiveness of the facility.
* Handling all guest arrangement like Hotel, Logistics, Airfare and etc.
* Supervising teams of staff across different divisions
* Ensuring that basic facilities are well-maintained and conducting proactive maintenance.
* Dealing with emergencies as they arise.
* Managing budgets.
* Ensuring that facilities meet compliance standards and government regulations.
* Planning for the future by forecasting the facility’s upcoming needs and requirements.
* Overseeing any renovations, refurbishments and building projects.
* Helping with office relocations and new office setup.
* Drafting maintenance reports.
* Calculate Employee salary and benefits monthly and transfer salary and salary slips to the employee.
* Handling all banking related issue like Payments, Loans, FD’s, Bank Guarantee, Credit Docs and etc.
* Checking monthly budget and control.
* Checking and controlling employee entitlements like SVPN service, travel plan, mobile bills.
* Control all audit related queries.
* Control all office work like cleaning, manpower, goods, equipment’s like AC, Coffee Machine, Air purifier, Water dispenser, Guards, pantry boy, etc.

Previous Work Experience:

**Company : CITIBANK N.A, Gurgaon, India**

**Duration : Sep 2012 to Apr 2019**

**Position : Facility Service and Administration Manger – Corporate Banking**

# Key Responsibilities:

Currently working with Citi Bank as a North Corporate Bank – Service Support executive, with the corporate banking team handling local, domestic & International travel, office logistics, client event setup & management, vendor management, billing and reimbursements. Also work directly with MNC clients, having experience in client handling and all banking activities including KYC & Account opening, Finance, loan docs and FD’s rate etc.

#  Key Skills:

* Ability to plan, organize and keep delivering to tight timelines.
* Communication and influencing skills, in person and in writing
* Analytical and problem-solving skills
* Decision-making
* The ability to lead and manage teams and projects
* Team working
* Attention to detail but also the ability to see the implications for the bigger picture
* Commercial awareness
* Customer service
* Organization, time management, prioritizing and the ability to handle a complex, varied workload
* A good knowledge of IT packages.
* Vendor negotiation and costing management.
* Dedicated and loyal towards client & the organization.
* Ability to work on multiple tasks efficiently.
* Result & solution oriented approach.
* Manage invoices, billing and reimbursements for the entire team.
* Flexibility, reliability, approachability, energetic.
* Team management, vendor co-ordination, effective communication and goal orientation.
* Liaising with various internal & external stakeholders on a daily basis like Client seniors; Coverage Team; Product & Compliance; Country Heads (CCO); Technology Team and Senior Management
* Function as a single point of contact for solving all client related queries.

# Roles & Responsibilities:

* Review and implement financial policies
* Keep accurate records for all daily transactions
* Prepare balance sheets
* Process invoices.
* Record accounts payable and accounts receivable.
* Update internal systems with financial data
* Prepare monthly, quarterly and annual financial reports
* Reconcile bank statements
* Participate in financial audits
* Assist with budget preparation
* Track bank deposits and payments
* Managing corporate MNC customers of CITI Bank, across all account opening and maintenance related queries.
* Plan, direct, coordinate and estimate budget for single facility and hiring personnel.
* Oversee procurement and maintenance and upgrade overall facility as required.
* Establish and administer policies and procedures for events.
* Coordinate and manage activities and events with other UGA departments and external clients.
* Ensure facilities meet needs of multiple individual projects and coordinate with IT staff for technological needs.
* Monitor facility usage, operations and equipment maintenance.
* Prepare and implement annual budget for building use and facility maintenance.
* Update and maintain usage records and invoice clients accordingly.
* Maintain accurate records of equipment functioning status and other systems in building.
* Develop schedule for regular evaluation of facilities.
* Participate in development of policies and procedures affecting usage supplies and facilities.
* Ensure all equipment and other facilities are functioning well.
* Develop monitoring systems or programs in institution to detect problems in initial stage.
* Initiate interventions to solve problems in facilities.
* Develop and execute system for regular cleaning, repair and maintenance of facilities.
* Explaining and assisting with documentation, ensuring service quality standards are established and rigorously followed.
* Building a sound knowledge of all products and services being offered by the bank to answer customer queries.
* Authorizing transactions, process training to new joiners, maintaining process training documentation, billing, handling queries & escalations. Monthly MIS, preparing goals for team mates & encouraging them to complete the same.
* Performing the role of mentor for my team of 7 executives and motivating them to work together.
* Preparing designation memo & grid, call listening for caller to check quality and share feedback for improvement of deliverables.

# Previous Work Experience:

**Company : Subway Restaurants**

**Duration : Nov 2007- August 2012**

**Position : Restaurant Manager**

# Key Responsibilities:

Worked with Subway Restaurants as a Restaurant Manager having experience in Hospitality, Management & Vendor Management. Lead Vendor Management wherein we focused on to reduce the cost while dealing with the agent restaurants covering all food, veggies, equipment’s and other requirements of periodically also to establish a structure to complete the defined various risk reviews for the Vendors.

 Key Achievements:

* Created a structure of overall Vendor Management.
* Established communication framework between Subway Management and team
* Periodic review of all records and AML requirement requested by the Seniors and Vendors
* Considering Indian market scenario I make sure to follow separately all the records, cost cutting and Vendor maintenance review every year.
* Reviewed task list and created weekly matrix on pending tasks
* Achieved 100% reduction in difficult tasks.

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# Education and Certification

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| **Examination** | **Board/University** | **Year** |
| M.B.A | Nims Delhi | Pursing |
| BBA | Nims, Delhi | 2016 |
| A.I.S.S.C.E | C.B.S.E, New Delhi | 2007 |
| A.I.S.S.E | C.B.S.E, New Delhi | 2002 |

# Personal Profile

* Date of Birth : 24th October 1985
* Gender : Male
* Marital Status : Married
* Category : General
* Nationality : Indian
* Languages Known : English, Hindi, and Punjabi
* Hobbies & Interests : Music