**ANUJ SINGHAL**

## **+91-9311730067** **anuj1singhal@gmail.com**

**PERSONAL PROFILE**

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for growth of the organizational and achieving best outcomes.

**A result driven professional with 15 years of experience in:**

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| Office Administration | Employee Travel Management | Problem Resolution |
| Rental Office Liaison | Vendor/Stakeholder Management | Maintaining Records |
| Event Management | IT Staff Support/RecordKeeping | Service Delivery |
| Diary Management/MIS Report | Housekeeping Staff Management | Payroll Support |

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|  | Diploma in PM (Personnel Management) From IMT (Institute of Management Technology), Gzb |
| PGDM from IPEM (Institute of Professional Excellence & Management, Ghaziabad – 2000-02) |
| DAST (CIT, CUCC, CDT) from CMC (Computer Maintenance Corporation – 2001) |

***EXPERIENCE -:***

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| **Company** | **Impact QA Services Pvt. Ltd.** |
| **Duration** | **25th-Sep-2019 to 27th Feb 2020** |
| **Role** | **Worked as an “Manager Admin”** |
| **Job Description** | * Vendor management of HK, Security, Pantry material, Stationary etc.
* keeping the inventory of office stationery, Pantry tocks &Roaster of facility staff.
* Coordinate with HR for arrangement of a new joinee(Joining Kit, ID cards & Sitting arrangement according the floor plan), downloading of attendance (attendance sheet preparation), formalities for exit employees & updating of employee master
* Handling the Shuttle & on demand of cab booking, and any grievances in the cab services to the office staff.
* Properly managing the DG maintenance which includes the diesel arrangement, maintenance etc. Other equipment maintenance such as , R O System etc. AMC of the equipments.
* .Supporting Senior Leadership of the business by providing administration support for their roles &enforcing the Safety Policies within the office environment.
* Office beautification work, including gardening, cleaning & day to day maintenance.
* Petty Cash Handling & Maintenance of publications.  (Stock entry, issue & up keeping of the storage)/ Monthly report on Stock of publication and the storage of housekeeping material & Pantry Material. Establishing stationary requirements for the Office and prepare a list for authorization by the Manager
* Courier or logistic service yearly agreements, challan verification on daily basis, monthly bill clearance, Supervision of mail, distribution on daily basis, Handling Queries related to couriers & Dispatch services.
* For new staff or guest, we book the rooms, verify the bills & submitted for the payments.
* Arranging new Connections (Mobile Phones), Arranging New Connections (Data Cards), Timely Bill Clearance
* Preparing letters, quotations, Petty cash, Unpaid Invoices, filing, and reports as required (MIS & Budget/Actual).
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| **Company** | **Espire Info labs Pvt. Ltd.** |
| **Duration** | **01st Sept 2014 to 29th May 2015** |
| **Role** | **Worked as a Sr. Executive Administration:** **Espire is a full spectrum global Information Technology services company, providing end-to-end business solutions to our global clientele - collaborating with them to design, develop and implement solutions to add value to their business.**  |
| **Job Description** | * Handling the Shuttle & Cab Service and also managing the roaster preparation &Office vehicle maintenance and control (Insurance & Pollution renewals. Also repair periodic service, Log book maintenance, fuel filling etc. on demand cab booking, emergency booking management and any grievances in the cab services to the office staff.
* Properly managing the DG maintenance which includes the diesel arrangement, properly maintenance etc. Other equipment maintenance such as Water Dispenser, R O System etc. AMC of the equipments.
* Keeping of office stationery, Pantry Stocks, Roaster of facility staff & including various formats.
* Supporting Senior Leadership of the business by providing administration support for their roles & Enforcing the Safety Policies within the office environment.
* Office beautification work, including gardening, cleaning & day to day maintenance.
* Petty Cash Handling & Maintenance of publications.  (Stock entry, issue & up keeping of the storage)/ Monthly report on Stock of publication and the storage of housekeeping material & Pantry Material. Establishing stationary requirements for the Office and prepare a list for authorization by the Manager.
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| **Company** | **mCarbon Tech Innovation Pvt. Ltd.** |
| **Duration** | **23rd-Mar-2016 to 24th Sept 2019** |
| **Role** | **Worked as an Assistant Manager Administration**:  |
| **Job Description** | * Making the MIS Report of monthly expenses related of administration, Facility or travelling. (Employee Transport, HK, Security, Stationary, Ticketing etc according the requirement of project or Dept.)
* Supervising the attendance management administering the staff holiday Rota and systems. (Hk, Security Driver & Maintenance Dept.)
* Responsible for facilitating various employee engagement activities such as birthday bash, festivals celebration etc. arrangement of new joinee & formalities of exit employees in coordination with the HR team.
* Handling travel desk, Currency Conversion, overseeing outstation travel arrangement at the national and international level including air ticketing, visa filing, hotel bookings and transportation via agents.
* Coordination with the vendors for cab arrangement and shuttle services for employees. .
* Responsible for all Corporate Building Maintenance (interiors and exteriors) & Office beautification work including gardening, cleaning & day to day maintenance.
* Handling all administrative activities like maintenance of office equipment’s (A/C, Heaters, Conference phones etc.), transport, housekeeping & maintenance of office and record
* Keeping of office stationery including various formats.
* Preparing budget in coordination with CFO & MIS preparation , Petty Cash & cash analysis.
* Guest house management which includes guest house booking, record keeping, billing etc.
* Following standardized company procedures relating to all aspects of Office performance.
* Arranging new connections (mobile phones, data cards etc.) and timely bill clearance
* Preparation of letters, quotations and reports as required.
* Checking functioning of Fire Extinguisher, Smoke detector, Sprinkle, camera & Other safety equipments.
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|  | * Courier Service Yearly agreements, challan verification on daily basis, monthly bill clearance, Supervision of mail, distribution on daily basis, Handling Queries related to couriers & Dispatch services.
* For new staff or guest, we book Guesthouse Maintenance and record keeping, Billing for Guesthouse.
* Arranging new Connections (Mobile Phones), Arranging New Connections (Data Cards), Timely Bill Clearance
* Preparing letters, quotations, Petty cash, Unpaid Invoices ,filing, and reports as required (MIS & Budget/Actual).
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| **Company** | **Wital See Marketing Ltd. a Pearls Group, Company Office. Gurgaon** |
| **Duration** | **17thDec 2012 to 20thJun 2014** |
| **Role** | **Worked as Asst. Mgr. Retail Admin:**  **I joined M/s Wital See Marketing Limited (a Pearls group company, engaged in Marketing activities of diverse nature) Thereafter due to business restructuring I, was transferred to M/s Besmech Merchandise Ltd. w.e.f. 01.02.2014**  |

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| **Company** | **Future Group(Big Bazaar), Choudhary Mall, Ghaziabad**  |
| **Duration** | **02ndSeptember 2006 to 16thDec 2012** |
| **Role** | **Worked as Admin. Executive**  |

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| **Company** | **Krishna Polymers, Ghaziabad** |
| **Duration** | **01stApril 2005 to 28thJuly 2006** |
| **Role** | **Worked as Admin. Executive**  |

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| **Company** | **Kone Elevator India Pvt. Ltd, Gurgaon** |
| **Duration** | **23rdAugust 2004 to 26thMarch 2005** |
| **Role** | **Office & Admin. Assistant**  |

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| **Company** | **Ravels Apparels Pvt. Ltd, Gurgaon** |
| **Duration** | **1stNov. 2003 to 30thMay 2004** |
| **Role** | **Office Assistant**  |

**PERSONAL INFORMATION -:**

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| **Permanent Address** | **DD-8A, AvantikaVihar, Ghaziabad – 201002** | **Date of Birth** | **04th Sept 1977** |
| **Marital Status** | **Married** | **Nationality** | **Indian** |

Date:
Place: Ghaziabad **(Anuj Singhal)**