**Anmol Vinod Shahani**

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**OBJECTIVE:**

To obtain a challenging position with a Growth Oriented Sector/Organization that utilizes my experience and allows me to expand upon my knowledge thereby providing space for personal and professional growth.

**PROFESSIONAL CAREER GROWTH (WORK EXPERIENCE) :**

**COMPANY NAME : SUSHIL FINANCIAL SERVICES PRIVATE LIMITED**

**FUNCTIONAL AREA :** Administration

**DESIGNATION :**  AVP

**DURATION :** 15 years (2004-2019)

**RESPONSIBILITES:**

* Maintenance of offices (Pan India)
* Coordinate and negotiate with vendors for office requirements
* Checking vendor bills, utility bills and clearing them for payment.
* Ensuring all vendor payments are made on time
* Security manpower assessment, additions, deletions, to ensure optimum usage of security
* Ensuring periodical training in the areas of fire-fighting, first aid, various kinds of threats, etc. for security personnel
* Ensuring Fire & Safety measures are adhered to and implement process for evacuation drills, crisis management
* Devise and implement process for inward and outward material movement
* Keeping the team focused on their deliverables
* Motivating team members for quality performance
* Setting up and Reviewing their KRAs and appraising their performance
* Updating and submitting seat plan every month to check occupancy status
* Search for availability office space on short-term/long-term basis
* Selection of vendors and setting up Service Level Agreements
* Control over major equipment functioning like Electrical installations, DG, Fire Protection Systems, access systems, Air-Conditioning, building lifts, fire hydrant systems, UPS, etc. for uninterrupted services
* Control over major equipment functioning like Electrical installations, DG, Fire Protection Systems, access systems, Air-Conditioning, building lifts, fire hydrant systems, UPS, etc. for uninterrupted services
* Provide back-up power through DG, UPS as and when required
* Arranging preventive maintenance activities of company assets as per schedules
* Structural changes in the premises
* Travel arrangements (Car/Rail/Air).
* Hotel Bookings.
* Managing of Attendance records.
* Co-ordination with Government Bodies like MTNL, BSNL, BMC, BEST, Central Library, etc for approvals.
* Coordinate with TATA, BSNL, Airtel, BPL, Vodaphone and Reliance for requirement of new connections and managing of existing ones.
* Housekeeping
* Pantry arrangements
* Pest control
* Coordination for lunch services
* Maintenance of access control systems
* Monitoring access control activities
* Maintenance of data related to employee access
* Coordination for the backup data of access control / security system
* Maintenance of EPBX and telephones
* Maintenance related issues related to plumbing, carpentry & electrical
* Negotiation with the agencies
* Obtaining quotes from vendors.
* Managing Document storage of company records.
* Appointment of new staffs for Admin requirements.

**COMPANY NAME : JEPSON ELECTRONICS**

**FUNCTIONAL AREA: : Administration**

**DESIGNATION :**  Sr. Executive

**DURATION :** 8 years (1996-2004)

**RESPONSIBILITIES:**

* Travel arrangements (Rail/Air/Bus/Car)
* Hotel bookings
* Import/Export documentation
* Follow ups with CHA for clearance and other formalities.
* Maintenance of company assets.
* Housekeeping
* Pantry requirements
* Securities
* Mobiles & Landlines connections
* Attendance records
* Maintaining personal records of Directors.
* Issue payments to vendors

**ACADEMIC QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Examination** | **University/Board** | **Year** |
| FYBCOM | Mumbai University | 1997 |
| HSC | Maharashtra Board | 1996 |
| SSC | Maharashtra Board | 1994 |

**ADDITIONAL QUALIFICATION**

* Typing Course from Bandra School of Commerce, Mumbai, speed of 60 w.p.m.
* Computer Course from UCDC, Bandra, Mumbai. Course in Windows, MS Office, Tally, Outlook, IE, etc.
* NCFM Exam in Capital Dealers module in the year 2009 from NSE.
* Negotiation Skill

**IT SKILLS**

Ms- Word, Excel, PowerPoint, Proficient with the use of MS Office, Internet.

**INTERESTS:**

* Listening music
* Reading latest news
* Watching cricket

**STRENGTHS:**

* Self Motivate
* Target Oriented
* Team Leader
* Open to Learning.
* Ability to handle Pressure and cope up with new trends & technology.

**PROFESSIONAL SKILL:**

* Team building
* Organizational Leadership
* Strong Analytical, Problem Solving and good Communication Skills.

**PERSONAL DETAILS:**

* Date Of Birth : 1st July, 1978
* Marital Status : Married
* Nationality : Indian
* Caste : Sindhi
* Languages known : English, Hindi, Marathi, Sindhi.

**Anmol Shahani**