

ANAND BHATIA

Experience : 15+ years
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→ Gurgaon, India

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EXPERIENCE SUMMARY

Experience in Complete Office Administration, Site Management, Facilities Management, Security & Travel Management, IT Management,

including develop, review and improve policies, systems, and procedures and generally ensuring the office operate smoothly and efficiently. Assist in tracking progress on projects and organizing calendar of events, including meetings, conferences, interviews and training sessions.

Always working on companywide initiatives to help to drive effectiveness and impact to organizational cost goals. Optimizing negotiations for the company's path to profitability with efficient supplier relationship management, Asset Management.

Passport No.:

Z2865609

Pan Card No.:

AFPPB3747R

Aadhaar Card No.:

8057-5124-3940

KEY STRENGTHS

- Strong organizational skills and multi-tasking along with excellent verbal and written communication skills
- Stakeholder Management
- Time Management
- Director's Office Management
- Client Invoicing & Tracing Payment
- Office Administration
- Facility Management
- Housekeeping
- Security Management
- Property Management
- Inventory / Asset Management
- Material / Stock Management
- Travel Management
- Event Management
- Transport
- Liaising work (Govt.-Power Sector)
- WFM
- IT Management

WORK EXPERIENCE

Micromax Technologies – Consultant (Admin & Facility Management)

Jan 2020 – Till date

AF CONSULT INDIA Pvt. Ltd. DGM-ADMIN & IT

Oct 2007– Oct 2019

LAHMEYER INTERNATIONAL PVT. LTD Manager – Information Administration

April 2007–Sept. 2007

Jaiprakash Industries Ltd. - Assistant Manager (Admin & Design)

January 1998–March 2007

RELEVANT EXPERIENCE:

Administration, Facilities, IT

- Complete Office Admin. Operations (Managing General Office Administration i.e. Employee Services, Canteen, Transportation, Housekeeping, Maintenance, Security (i.e. Deployment of Security persons), Event Management, Facility Management (which includes design, development and renovation of property, negotiation with contractors and suppliers), Inventory Management, Pest Control activities, Travel Management i.e. Tkt Bookings, Hotel Reservations (National/International), Visa Process, FRRO Service, Forex dealing, Travel Cards, Office Tours, Managing Transportation, Organising Office Parties, Farewells, Outdoor Conferences etc), Internal Publications, Property Management i.e. Taking care of lease agreements, Rent Payments, Maintenance-as per needs.
- Setting up of Office at project sites i.e. arranging and assisting employee hiring, making arrangements for Site Engineers for stay, food, internet facilities, Transportation etc. Coordinating with local authorities on employee's engagement and their Security & Safety, Arrangement of operating Licenses, Monitoring Site Equipment Deployment etc.
- Sourcing and overseeing contracts and service providers for functions such as catering, cleaning, parking, security, and technology
- Dealing with Clients from Sweden, Finland, Stockholm, Germany, Switzerland, Nigeria, Vietnam, Bhutan, Afghanistan, Nepal
- Expert in negotiation skills and vendor management, negotiating supplier agreements and managing supplier and vendor contracts
- Developing procurement strategies that are inventive and cost-effective.
- Sourcing and engaging reliable suppliers and vendors. Negotiating with suppliers and vendors to secure advantageous terms.
- AMC Renewals / Contracts Compliance. Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Authorized vendor contracts for services such as plumbing, mechanical, electrical and supplies.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Working as a loop between Deployed Site staff and Top Management (Head office-Sweden)
- Managing 50K Sq.ft area including utility services, facilities, cafeteria management
- Taking care of Facilities by planning and coordinating all installations and refurbishments.
- Conducting Fire safety drills, Communicate Evacuation routes at the time of Emergency to the office staff.

Relevant Experience

Administration

- Have successfully & efficiently handled facilities department works which includes design, development and renovation of property, negotiation with contractors and suppliers, Maintenance, Soft services, Catering, Safety, Security Management, Asset and Space Management & Transportation.
- Inspecting the properties and other related areas on regular bases.

Soft services Management

- Overseeing complete housekeeping, waste management, safety and security operations under the guidelines of management approved budget.
- Taking care of client Invoicing and tracing payment

HR

- Conducting Interviews
 - Responsible for smooth on-boarding of new hires and ensuring timely generation of appointment letters.
 - Conducting HR Induction and Orientation Program
 - Ensuring proper and complete documentation post selection of Candidate
 - Completion of all on-boarding, pre - joining and post joining documentation and formalities within defined timelines including the Background Verification process
 - Managing the attendance and leave of all employees, Monitoring Daily Attendance Reports
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Employment History Working

(a) From Jan'20-Till Date

WORKING as **Consultant-Admin & Facility Management**- For Micromax Technologies Pvt. Ltd.

(b) From Oct'07-Oct'19

WORKED as **DGM-(Admin&IT)** - FOR AF-Consult India Pvt. Limited (An associate company of AF Group (Sweden).

Major Responsibilities :

- Complete Admin & Facility Operation Function as mentioned above
- Client Management
- HR Functions
- IT Functions (India Operations)

(c) From APR'07-Oct'07

WORKING as **Manager (Information Administration)** - FOR Lahmeyer International Pvt. Ltd (An associate company of Lahmeyer Group (Germany).

Major Responsibilities :

*** Incharge for the Preparation of MIS Reports of Current ongoing projects (Financial + Project status + Budgets), Meeting with all the the project heads acquiring information on the progress in their respective projects**

(d) From JAN'98-MAR'07

WORKING as **Astt. Manager** - JAIPRAKASH INDUSTRIES LTD.

Major Responsibilities :

- Worked as EA to Head (Civil & Mechaical Deptt.)
- General office and Site Admin Functions.
- Working as Document Controller for all the ongoing Hydro/Thermal Power projects.

Accomplishments

- Reduced yearly supply costs 15% by sourcing new Vendors and negotiating favorable contracts.
- Saved INR 5,00,000 yearly by realigning duties & travel management.
- Designed document templates (Engineering Documents) & email templates which were used through the department
- Saved the company's 8,00,000 by implementing efficiency softwares, reduced the hours lost through IT problems by 8%.

Skills

- Good integrity and trust. Highly honest, mature, professional, demonstrated problem-solving skills
- Work under high pressure, good time management, and work planning/ prioritizing ability, be able to accomplish multi-tasks by short deadline
- Detail oriented and good at process management

EDUCATION

Delhi University

1987 - 1990 [Bachler of Arts]

PROFESSIONAL QUALFICATION

3 months Diploma in Computer Applications (1987)

Diploma in Desk Top Publishing, Proof Reading, Printing from DPA (Delhi Printers Association) Technical Institute, Naraina (1987)

TRAINING ATTENDED

- 3 Weeks Management Training i.e. in Admin & Facility Management (By head office- Switzerland)
- Three Weeks inhouse training in Networking & Systems. (MCSE Track) from NIIT (Inhouse training)
- Three weeks special training on presentation Softwares (Micro- Station , DP layout, DP Studio) from Rolta India Limited (1993) (Intergraph Rep. in India)
- Two weeks special training on Unix from Rolta (1993).
- Two weeks training on GIS Softwares) (1993)
- Training in Printing Technology (4 colour) (Mehta Off-set, Naraina)

TECHNICAL SKILLS

Hardware

Assembly, Maintenance, Peripherals, Printers, Drivers, Firewall (Fortinet), Video Conference unit (Tandberg) Troubleshooting,

Software

Installation, Microsoft Office 365 suite, Adobe Acrobat Pro, Adobe Photoshop, All Desktop Publishing Softwares, Engineering Softwares, Geotechnical Softwares,

Operating Systems

Microsoft Windows 10, Windows 8, Unix, Vmware Esxi Server, Hyper-V, Oracle Virtual Box, Windows server 2012, 2012r2, 2016, Active Directory

Networks

Configuration, Servers, Routers, TCP/IP, Lan Technology

Security

Virus Protection, Maintenance, Monitoring, Backup Management

PERSONNEL DETAILS :

Marital Status : Married

Languages Known : English, Hindi, Punjabi

Typing Speed : 65 w.p.m.

Notice Period 7 days
