**Address – A9 601 TULIP WHITE APARTMENTS SEC 69 GURGAON – 122001**

**Contact - +91 9654047172**

**Email – ompal.raghav92@gmail.com**

**Career Objective**

To play a vital role in managing an entire organization's support system, functions, maintaining a high level of workplace productivity & bringing on board a strong mix of professional, technical and interpersonal skills.

OM RAGHAV

### Experience

### Highlights

* Results-oriented
* Revenue generation
* Operability and commitment
* Ability to motivate staff and maintain good relations
* Multifunctional
* Constant innovations

### Education

* 2010-2013 BSc in Hospitality & Hotel Administration
* 2009-2010 Pursued intermediate (12th) from APS DK (CBSE)
* 2007-2008 Pursued 10th from APS DK (CBSE)
* 2007-2008 Completed 1 year diploma in Computer Application & Programming PDCAP

### Hobbies

* Bike riding
* Travel
* Gaming
* Digital enhancement

04th Dec 18 – Till Date

**Deputy Manager**

**MG Motor India Pvt Ltd, Gurgaon**

* Responsible for Administration activities 
  + Vendor Managemnt
  + Facility Management
  + Billing MIS & Budget
  + Government liasonong
  + CSR Initiatives
  + Digitization
* Sourcing and overseeing contracts and service providers for functions such as catering, cleaning, parking, security, and technology
* Preparing yearly budget for Administration department
* Miscellaneous Procurement & Petty cash management
* Interaction with internal stakeholders for operational Administration issues
* Upkeep of Admin assets(IT)
* Upkeep of safety & security for office
* CSR initiatives & expense management
* AMC management for HVAC, Fire Safety, UPS etc
* Liasoning with local MCG & Labour department for activities like Property tax
* Liasoning with Local police authority for security & safety measures
* Staffing logistics and hiring along with joining formailities & Induction
* Employee engagement, event management & travel for employees and ISP’s
* Policy establishments for employees and EHS planning for employee well being &safety
* Communication with management for performance management and compensation benefits

17th July 17 to 3rd Dec 18

**Executive**

**Honda Cars India Ltd**

* Responsible for New Expat Arrival from Japan which includes Flight booking, and booking of Hotels in India.
* FRRO registration within 14 days after arrival in India.
* FRRO related activities like Change of Address, Change of Passport, VISA extension, family registration etc.
* Responsible for Expat local shifting as well as international shifting during departure of Expat.
* Taking care of Daily Repair & Maintenance for Expats related to House, Car, and Fuel etc.
* Responsible for negotiating and providing memberships for Golf, Hotels and events etc.
* Maintaining MIS for expenses occurred on Expats.
* Arranging for documentation for Expats at the time of final departure like termination letter to house owners, obtaining security deposits etc.
* Responsible for Expat Car maintenance, Fuel and arrangement of events. (Total 130 cars)

08th July 13 to 13th July 17

**Assistant Manager**

**Samsung India Electronics**

* Responsible for General Administration, Travel & Facility Management.
* Managing Transport Facility for employees 55 Buses, 60 cabs.
* Managing Cafeteria services for 2500 employees.
* Developing reliable and cost effective vendor base without compromising in quality.
* Negotiated with vendors for timely procurement of requisite items at favorable terms. Undertook inventory management, maintained adequate inventory of stock & replenished it as per demand.
* Taking care of office cafeteria in terms of menu planning, staff grooming , hygienic with co-ordination of cafeteria vendor
* Taking care of office transport, Team parties and shuttle services and maintaining records of same.
* MIS for Budgeting and daily costs.
* Taking care of Pantries and Tuck shop from stock taking, Inventory and hygiene etc.
* Maintaining attendance and allocating duty rosters for Housekeeping staff.
* Handling for Corporate travel events.
* Relocation of Head Office

**Personal Details**

Date of Birth: - 1st June 1992

Marital Status: - Single

Nationality: - Indian

Language Proficiency: - Hindi, English.

Personal Strength

* Focused
* Team Player
* Leadership
* Adaptibility