

VAIBHAV ARUN

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Objective:-

Actively looking for a job change in the field of Administration/Operations, with efficiency to work for a firm and provide innovative ideas for achievement of organizational goals and move towards self-development by learning and exposure to new assignments in the field of **Administration & Facility Management Or Operations Management.**

Currently Working in:-

July,2018-July,2020.

Society management system on the payroll of Cushman & Wakefield,
Working as **Accountant** in DLF Park Place Condominium Association on the payroll of Cushman & Wakefield, Gurugram.

Work Experience:-

Nov,2017 – June,2018.

Worked in the Park Place Condominium as **Admin Executive** on the payroll of Park Place Condominium Association, DLF Park Place, Gurugram.
(8 months).

March,2017-October,2017.

Worked in DLF Belaire as Admin Operations Executive on the payroll of Weltech India Pvt. Ltd.

Certifications:-

- **In Process :-** Fundamentals of Digital Marketing (**Google**).
- Well-Being And Productivity (**LinkedIn Learning Courses Review 2020**).
- Critical Thinking For Better Judgement and decision making (**LinkedIn**).
- Leading At A Distance (**LinkedIn**).
- Code OF Conduct (**Cushman & Wakefield**).
- Cyber Security & Preventions. (**Cushman & Wakefield**).

Office Operations:-

- Manages day to day data entry system.
- Client Problem solving and client interaction.
- Maintain Relations and arrange meetings with the clients and the vendors.
- Maintained the statutory records and files.
- Maintaining the stock for the different departments of necessary requirements.
- Collection of residential data and updating documents of Apartment quarterly.
- Handling of entire stationery requirements and procurements.
- Handling Admin petty cash for day to day expenses.
- Planning & Tracking of Admin budget as per PO's and payments made.
- Handling day to day requirements as per management needs.
- Training and solving the issues of the security related and house keeping related issues.
- Handling of the security related issues for the apartments and the society as well.

Accounts :-

- Collection of data.
- Regular follow-up for the out-standing recovery.
- Billing of Electricity & Maintenance monthly/quarterly basis.
- Good knowledge of Aquity Apartment Management Software.
- Already Worked in Data Entry System.
- Strong Knowledge of Billing Software for DLF Park Place, Gurgaon.
- Collection of cheques, Preparation of deposits.
- Reconciliation of Accounts with bank statement.

Client Servicing :-

- Being in the conversations with the owners and the tenants for the negotiation process to settle the amount of rent.
- Relocation of the client from one site to other.
- Maintenance of the apartments taken over for the clients.
- Searching of the good locality for the clients.
- Providing hospitality services like accommodation, relocating services, maintenance services for the apartment.
- Providing the necessary documentation for the lease agreement to the tenant and the company.
- Negotiating the rental amount with the tenants and the owners.
- Providing facilities like home cleaning, getting pesticides and other protective measures done on the call of the client.

Educational Qualification:-

- **Pursuing MBA** (2ndYear) from AKTU, Lucknow.
- **M.Com.** from Mahatma Jyotibha Phule Rohilkhand University, UP – 2018.
- **B.Com.** from Mahatma Jyotibha Phule Rohilkhand University, UP – 2016.
- **Foundation Program** of Company Secretary Course, Delhi - Cleared in 2016.

Skills:-

- Client Servicing.
- Client Operations.
- Office Management.
- Office stationary requirement fulfilment.
- Office administration.
- Office Asset Management.
- Organisational logistical services.
- Cafeteria management.
- Housekeeping and security management.
- Stock maintenance, Inventory management.
- Vendor Dealings.
- Vendor Management.
- Vendor payment management.

Strengths :-

- Strong analytical and problem solving skills.
- Client Servicing.
- Problem solving ability.
- Strong communications skills.
- Supportive team member
- Quick decision making.

Personal Profile:-

- Father's Name : Mr. Arun Kumar Gupta
- Date of Birth : 11/06/1994
- Languages : Hindi and English
- Hobbies : Listening to Music, Old Currency collection, Travelling, Web-browsing, Learning new technologies, fond of gadgets.