**RESUME**

**MOHD AYOUB LONE**

Mobile: +91-9964129295 Email ID: ayoublone46@gmail.com

Career Objective

Intend to build a career with a leading corporate which will help me explore, enhance and utilize my potential fully while I work as a key contributor in a challenging & creative environment.

Work Experience

**Company Name: Vision India Services Pvt Ltd (VISPL), Bangalore**

**Designation: Sr. Executive Administration/Facility/HR Executive Duration: 01-Jul-2019 till date.**

**Job Profile:**

* Managing day-to- day office operations.
* Handling office administration work like Asset Management, Stationery & Courier.
* Onboarding / documentation process of new employees.
* Maintain & tracking IT assets records.
* Vendor management like Transport, Pantry & others.
* Organizing travel arrangements for senior managers.
* Monitoring stationary levels and ordering office supplies.
* Maintaining MIS reports.
* Maintaining daily attendance of office staffs.
* Checking cleaning & office equipment’s on daily basis
* Booking taxis, hotels when required etc.
* Processing expenses sheets and invoices.
* Coordinating repairs to office equipment.
* Maintaining petty cash records
* Looking & Updating Compliance documents for Audit.
* Maintain documents for compliance Auditing.
* Checking & processing of vendor invoice for payments.
* Answering telephone calls and passing them on.
* Managing transportation of employees and other officials.
* Managing Housekeeping and Security staffs.
* Monitoring stationary levels and ordering office supplies.
* Maintaining computer and manual filing systems.
* Provide information to internal colleagues or external enquirers.
* Relying to email, telephone or face to face enquiries.
* Receiving, sorting and distributing the post.
* Greeting and assisting visitors to the office.
* Issue laptops, Data cards and other IT equipment’s to new employees.
* Provide Id Card & other accessories to new employees
* Attending monthly Compliance Audit at Client site.
* Maintain up-to-date employee holiday records.
* Looking clients like Schneider Electric & Infogain- Payroll, Invoices, onboarding & tracking attendance.
* Lineup candidates for client requirement.

**Company Name: North Star Techno Services Pvt Ltd (NSTSPL), Bangalore**

**Designation: Sr. Executive – Administration & Facility Management Duration:6- Dec-16 to 29-Jun-19**

**Job Profile:**

* Handling office administration work like Asset Management, Stationery & Courier.
* Managing day-to- day operations of the Office.
* Carrying administrative duties such as filing, typing, copying, binding, scanning etc.
* Organizing travel arrangements for senior managers.
* Managing Company guest house.
* Booking conference calls, rooms, taxis, couriers, hotels etc.
* Processing expenses sheets and invoices.
* Monitoring stationary levels and ordering office supplies.
* Maintaining computer and manual filing systems.
* Provide information to internal colleagues or external enquirers.
* Relying to email, telephone or face to face enquiries.
* Develop and update administrative systems to make them more efficient.
* Resolve administrative problems.
* Receiving, sorting and distributing the post.
* Answering telephone calls and passing them on.
* Managing staff appointments.
* Maintain up-to-date employee holiday records.
* Coordinating repairs to office equipment.
* Greeting and assisting visitors to the office.
* Photocopying and printing out documents on behalf of other colleagues.
* Managing Housekeeping and Security staffs.
* Maintaining daily attendance of office staffs.
* Vendor management like Transport, Pantry & Guest House.
* Maintaining petty cash records.
* Open bank account for new employees.
* Installing O/s, LAN etc.
* Trouble shooting o/s, Hardware, internet & other IT related issues.
* Requirement of Housekeeping and Security staff.

**Company Name: Accenture - Bangalore**

**Designation: Executive – Administration & IT Duration: Feb’14 to 30 Nov’16**

**Job Profile:**

* Mobilization of candidates for Udaan, a Skill Development project under Ministry of skill development ( NSDC).
* Responsible for E-Joining & Physical Documentation of candidates.
* Installing and configuring computer hardware, software, systems, networks, printers and scanners.
* Monitoring and maintaining computer systems and networks
* Responsible for identifying hardware issues and replacing hardware parts.
* Managing Housekeeping and Security staffs.
* Maintaining daily attendance of trainees & office staffs.
* Vendor management like Transport & Pantry
* Checking & processing of vendor invoice for payments.
* Maintain & tracking IT assets records.
* Issue laptops and other IT equipment’s to new employees.
* Maintaining daily attendance of office staffs.
* Responsible to resolve the queries and grievance of candidates.
* Responsible for repair and maintenance of Laptop, Desktop & other IT related equipment.
* Trouble shooting o/s, internet issue.
* Requirement for sourcing profiles.
* Booking conference calls, rooms, taxis, couriers, hotels etc.
* Processing expenses sheets and invoices.
* Monitoring stationary levels and ordering office supplies.
* Maintaining computer and manual filing systems.

**Company Name: Mphasis Limited, Bangalore**

**Designation: CSE (SBI Banking Process) Duration: Mar’13 to Sep’13**

**Job Profile:**

* Understanding the issue related to Bank accounts, Debit & Credit card details.
* Processing bank balance details like debit and credit via generating T-PIN & I-PIN.
* Raising request to Bank for changing Bank branch of the customer.
* Processing request for blocking of ATM cards.

Educational Qualification

* 3 Years Diploma In I T from JKTBOSE, - 2012
* B.A from Kashmir University - 2008
* 10+2 from JK Board – 2005

Technical Skills

Operating Systems – All Windows OS, Linux

Applications – MS Office (all versions)

* Hardware and Networking - A+ and N+
* Digital Electronics
* CCNA
* Security +

Personal Information

Father’s Name : Mohd Ramzan Lone

Date of Birth : 01/09/1987

Marital Status : Married

Current Address : #No- 701, 7th Block VBHC Vaibhav Chandapura Anekal Road Bangalore-560081.

Languages Known : English, Hindi, Urdu, & Kannada Manageable.

Hobbies : Surfing internet, Playing cricket & Gardening

Declaration

 “I hereby declare that the above information furnished is true to the best of my knowledge and belief”

 **Date: Signature**

 **Place: Bangalore** (Mohd Ayoub Lone)