

# SHIVAPRAKASH BANGERA

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## PERSONAL SUMMARY

Dynamic professional with extensive experience in vendor management and travel coordinator. Proven track record in budget management and logistics planning, enhancing operational efficiency. Adept at fostering team collaboration and organizing impactful events, ensuring seamless office administration and strong vendor relationships. Committed to driving productivity and achieving organizational goals.

## COMPUTER SKILLS

- Vendor management
- Travel coordination
- Budget management
- Fleet Management
- House Administration
- Office administration
- Billing in SAP Module

## WORK EXPERIENCE

05/2023 - Current

### Deputy Manager Admin Sunteck Realty Ltd

- Managed the timely supply of stationery and printing items, enhancing staff productivity.
- Maintained daily checklists for housekeeping services to ensure a clean and organized environment.
- Coordinated transportation logistics and vehicle maintenance to ensure operational efficiency.
- Handled domestic and international air bookings for employees and associates.
- Processed visas for various countries for both tourist and business purposes.
- Ensured timely monthly payments to vendors, fostering positive relationships.
- Closed agreements with travel vendors, including airlines, hotels, and business centers.
- Oversaw fleet management for associates and third-party vendors.
- Organized and managed office events to promote team engagement.
- Facilitated hotel bookings for domestic and international travel for staff.
- Reconciled travel bills daily, weekly, and monthly, submitting reports to the accounts department.
- Maintained and monitored the international travel budget to avoid overspending.
- Managed PRI line payments, EPBX system AMC renewals, and allocation of SIM cards for employees as per policy.
- Coordinated office assistance allocations to ensure smooth operations.

02/2019 - 05/2023

### Asst. Manager HRMS Lodha Group

- Managed the timely supply of stationery and printing items to enhance staff productivity.

- Maintained daily housekeeping checklists to ensure cleanliness and order.
- Coordinated transportation logistics and vehicle maintenance.
- Oversaw generator maintenance, including daily reporting, quarterly maintenance, and annual AMC renewals.
- Processed online bill payments via corporate credit card.
- Maintained weekly and monthly cab reports, sharing summaries with department heads for ride validation.
- Submitted monthly cab bills to accounts after obtaining approvals from VP and department heads.
- Reconciled travel bills daily, weekly, and monthly, ensuring timely submission to the accounts department.
- Entered all travel-related bills into SAP, performing daily and weekly reconciliations for payment status.
- Conducted monthly travel budget reconciliations via SAP to prevent misuse of funds.
- Handled domestic and international air bookings for Lodha associates.
- Processed visas for various countries for both tourist and business purposes.
- Ensured timely monthly vendor payments to maintain strong vendor relationships.
- Reconciled corporate credit card transactions on a monthly basis.
- Closed agreements with travel vendors, including airlines, hotels, and business centres.
- Acted as house manager for the MD and Chairman, overseeing all expenses, AMC, and repairs/maintenance.
- Monitored the budget for the MD's new house on a weekly basis.
- Managed domestic and international travel arrangements for the MD, Chairman, and their families.

**07/2009 - 02/2019**

#### **Admin Executive**

##### **MOGAE MEDIA PRIVATE LTD.**

- Managed the timely supply of stationery and printing items to enhance staff productivity.
- Maintained comprehensive checklists for optimal housekeeping services.
- Coordinated transportation logistics, vehicle maintenance, hotel accommodations, and travel bookings.
- Handled imprest settlements (petty cash) efficiently.
- Managed vendor relationships for purchase and procurement activities.
- Liaised with local bodies, including police and government officials, for necessary coordination.
- Collaborated with branch office managers to oversee utility bills, vendor payments, salary, and attendance for branch staff.
- Prepared purchase orders for branch requirements and facilitated guest accommodations and transportation.
- Maintained accurate records of company mobile phones, data cards, and mobile connections.
- Developed multiple vendor sources to ensure smooth and cost-effective purchasing.
- Processed visas for various countries for both tourist and student purposes.
- Made online flight bookings for employees.
- Ensured timely monthly vendor payments and processed online bill

payments.

- Managed onboarding processes for new employees, including seating arrangements, mobile and data card allocations, and office access.
- Oversaw exit formalities and final settlement processes for departing employees.
- Handled routine activities within the accounts department.
- Responsible for TDS and service tax payments.
- Liaised with bankers regarding account details.
- Maintained records for loans from members and external parties.
- Ensured timely salary payments to employees.
- Reconciled monthly bank statements and ensured accuracy.
- Processed online TDS payments and filed quarterly TDS returns.
- Prepared weekly and monthly actual and projected cash flow reports.
- Created excise invoices as needed.
- Monitored bank balances and provided updates to the Director.
- Followed up with clients for timely payment collections.
- Scheduled meetings with the Chairman.
- Reconciled credit card transactions on a monthly basis.

**11/2006 - 06/2009**

**Accounts Assistant**

**MAP ENTERPRISES**

- Prepared cash vouchers accurately and in a timely manner.
- Managed imprest accounts, ensuring proper handling and reconciliation.
- Ensured timely salary payments to all employees.
- Processed timely payments for TDS to maintain compliance.
- Followed up with clients to facilitate the collection of outstanding payments.

**PROFESSIONAL AND EDUCATIONAL QUALIFICATIONS**

**03/2014**

**Bachelor of Commerce (B. Com):** Commerce  
**University Of Mumbai** - Mumbai

**01/2006**

**Higher Secondary School:** Commerce  
**Saraswati College** - Mumbai

**01/2003**

**Secondary School Certificate**  
**K.B.S High School**

**CERTIFICATIONS**

- MH-CIT Certification, First Class
- Tally ERP9 Certification, First Class

**HOBBIES AND INTERESTS**

- Listening to music
- Indoor sports, particularly chess and carrom

**LANGUAGES**

- English
- Hindi
- Marathi

- Tulu
- Kannada

## PERSONAL INFORMATION

- Date of Birth: 07/09/90
- Marital Status: Single