
NIKHIL SHINDE

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Summary

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses 11 years of massive experience in Office Administration & overall 13 years of total experience in Manufacturing, Retail, Logistics, Pharma IT industries with a considerable amount of knowledge regarding Office Administration, Procurement, Vendor Management, Budget Management, Facilities Management etc.

Skills

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|--|-------------------------|
| • Vendor Management, | • Facilities Management |
| • Implementation of ERP and CRM Software | • Asset Management |
| • Procurement | • Travel Management |
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Experience

Assistant Manager - IT Reliance Retail Limited

07/2022 to Current
Navi Mumbai India

- Managing Infra Hardware related calls, such as CPU, Printer, Network, Server related issues co-ordinate & assigned to local field engineer or vendor team.
- Managing customized ERP related admin controls & support to the store users if any escalations come.
- Analyzed workflows and established priorities for daily operations.
- Monitoring pending tickets of the users & assigned them within a team to resolved the issues within 48 hours.
- Attending Business Meetings & preparing the SOP of the any new software.

Trainer U2L Learning Solutions Limited

01/2022 to 06/2022
Mumbai India

- On Reliance Jio Bp project
- Delivering the content of Petro-Chemical at Retail Outlet
- Using and providing the training of various automation software like SAP to generate the order, Unitech for daily forecourt automation activities.

Lead - IT & Admin Vegith Global Solutions Pvt. Ltd

05/2021 to 01/2022
Mumbai India

- Maintained all the activities such as housekeeping, pantry, security, Xerox machines, tea-coffee dispensers which, have been outsourced are functioning smoothly.
- Itinerary preparation and travel arrangements – Air & Train tickets, Hotel bookings, Cab bookings
- Inspecting House Keeping material register & placing orders
- Responsible for AMC (Annual Maintenance Contracts) with various parties for Office machineries like Computers, Air conditioners and other electronic equipment right from appointments of contractor to controlling their services
- Procurement of Office stationery, IT components and maintenance
- Responsible for collecting all bills & make sure of payments before due date
- Handling complaints of telephone lines, EPABX, broadband etc
- Maintaining MIS of all the data with regards to Courier services, Travel, Assets, Uniforms, Shoes & Tele MIS.

**Senior Executive Admin & IT
Future Sharp Skills Limited**

**06/2018 to 05/2021
Mumbai India**

- Itinerary preparation and travel arrangements
- Procurement of Office stationery and maintenance
- Responsible for collecting all bills & make sure of payments before due date
- Maintained MIS of all the data with regards to Courier services, Travel, Assets & Tele MIS.
- Maintained calendars, Minutes of Meetings, accepts and declines appointments, anticipates conflicts, and resolves problems.
- Responsible for smooth functioning of the guest houses.
- Assets Management
- Conducting Review Meetings within the Team
- Managing employability projects under various government schemes where we source Train and Place candidates
- Appoint new franchisee to execute employability training program in west zone and south zone
- Monitoring ongoing batches and co-ordinate with the superior manager, trainer, franchisee and the client directly coordinate with students in case of grievance
- Visit center for the audit of ongoing classes and franchisee.

**Senior Executive - Admin
Baggit India Pvt. Ltd**

**03/2018 to 06/2018
Mumbai India**

- Vendor Negotiation
- Itinerary preparation and travel arrangements
- Responsible for AMC (Annual Maintenance Contracts) with various parties for Office machineries
- Responsible for collecting all bills & make sure of payments before due date
- Handling complaints of telephone lines, EPABX, broadband etc
- Security Services management
- Attending visitors and customer care.

**Admin & IT Officer
Retail Light Techniques India Ltd**

**04/2016 to 03/2018
Mumbai India**

- Setting up and coordinating meetings and conferences
- Inspecting House Keeping material register / placing orders
- Handling all types of IT work; e.g. PC Health maintenance, installation, formatting, networking, backup service, etc.
- Responsible for all the activities such as housekeeping, pantry, security, Xerox machines, tea-coffee dispensers which, have been outsourced are functioning smoothly.
- Procurement of Office stationery and maintenance
- Maintained assets register
- Maintained all the bills of vehicle maintenance, electricity, telephone etc. are scrutinized properly and passed to the accounts department
- Supervising the work of office juniors and assigning work for them
- Conducting Review Meetings within the Team.

Admin & IT Officer
Tecnik Valves Pvt. Ltd

10/2012 to 04/2016
Mumbai India

- Induction of the new employees to make them aware of the organization policies, procedures, facilitating their interaction with different functional heads of the different departments
- Responsible for Housekeeping Services management
- Responsible for the activities such as housekeeping, pantry, security, Xerox machines, tea-coffee dispensers which, have been outsourced are functioning smoothly.
- Maintained Staff Attendance & Staff overtime report
- Handled all types of IT work; e.g. PC Health maintenance, installation, formatting, networking, backup service, etc.
- Procurement of Office stationery and maintenance
- Organizing party's & functions, Exhibitions
- Coordinating with the Development Team
- Preparing PowerPoint presentations for organization's products
- Handled CRM and ERP software administrator rights., Handled NKM softsystem solution ERP Software
- Handled issues related to Purchase Indent, Purchase Order, GRN, NCR Reports, Invoice, etc

ERP Coordinator
Dembla Valves Limited

06/2011 to 09/2012
Thane India

- Preparing Technical Quotation as per customer's process parameter
- Preparing Purchase Order & Indent as per Work order & Bill of Material in ERP software
- Preparing Technical Work order as per Offer
- Creating items masters & Bill Of Material (BOM) in ERP system
- Analyzing the Requirements & solve the problems from the different kinds of user such as, Store, purchase, Planning etc.
- Coordinating with the Development Team.
- Coordinated support of SAP systems across multiple locations
- Provided Technical support in the Maintenance of Material Master, Vendor Master Data.
- Worked on Reports for Purchase Order, GRN, QC, Production department filtered by daily, weekly, monthly, quarterly
- Worked on Customer Relationship Management (CRM) Software which was used by Sales team to maintain their daily task while meeting with the customer

Education and Training

B.Sc.
V.G Vaze Kelkar College, Mulund

04/2011
Mumbai, India

Certifications

- Accredited People Management – Leadership Academy
- Transitioning to a career in Cybersecurity
- Technical Support Fundamentals by GOOGLE