

# Ajay D Hoke

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## CAREER OBJECTIVE

To work in a challenging business environment and to excel in all assignments in the professional career, with the intent to make a meaningful contribution to the competitiveness, value of the organisation at large and in the process, enhance skills and knowledge. I am aiming for a career with a challenging job profile revolving around financial operations, planning analysis & decision-making.

## PROFILE SUMMARY

*Seasoned Professional with more than 8 years of progressive experience in overall gamut of Admin Functions.*

- ~ Facility Management
- ~ Fleet Management
- ~ Travel Desk & Procurement
- ~ Audit & Compliance
- ~ General Administration
- ~ Cafeteria & Physical Security
- ~ Events & Guest Management
- ~ Workstation & People Management

- ☐ Efficient in implementing systems and maintaining an achievement & accountability oriented culture in the organization
- ☐ Skilled in executing plans, policies and strategies for greater organizational effectiveness and resource utilization aligned with long-term business plans of company.
- ☐ Proficient in implementing initiatives to enhance the productivity, building capability, quality assurance.
- ☐ An effective communicator with honed interpersonal, leadership, problem solving and motivational skills.



## CORE COMPETENCIES

- ☐ Developing strategies to achieve desired objective; streamlining processes to ensure smooth functioning in facility & general administration
- ☐ Managing the entire team functions viz. manpower planning, improving productivity, performance appraisal, process transition etc.
- ☐ Identifying improvement areas & implementing measures to maximize employee's satisfactions & cost saving measures.
- ☐ Identifying potential areas for grooming leaders through regular assessments and mentoring to develop appropriate modules; determining training needs & conducting programs to enhance efficiency in facility & general administration.
- ☐ Implementing systems / policies / procedures for effective administration function.
- ☐ Actively involved in the maintenance of MIS reports and submitting the same to the top management to facilitate decision-making.

## Professional Experience

Company	Sterling Talent Solutions (Sterling Information Resources India Pvt. Ltd)
Date of Assignment	28 <sup>th</sup> Feb, 2011 - 31 Mar 2021, 14 Feb 2022 till date

Designation	<b>Assistant Manager –Administration</b>
Work Place	Thane
Roles & Responsibility	<ul style="list-style-type: none"> <li>☐ Co-Responsible for the overall management of a 1,10,000 sq.ft.office center and accountable for the overall performance of the department consisting Facility team, Supervisors, M&amp;E &amp; HK staff, Cafeteria, transport and Security personnel.</li> <li>☐ Calculating and comparing costs for required goods or services to achieve maximum value for money.</li> <li>☐ Responsibility includes maintenance of all electrical installation, handling all AMC services, Telephone System, FAS, UPS system, Access Control system, monitoring &amp; maintenance of CCTV, Vendor Billing, coordinating Event management, arrangement of client meetings, pest control, housekeeping. Coordinating with project team (Hand over &amp; Snag list)</li> <li>☐ Coordinating with Property team for any issue related building management, water, DG, Electricity etc. Ensuring adherence to SOP's.</li>   <li>☐ <b>Vendor Management:-</b>Develops and maintains a relationship with all contactors and vendors ensuring efficient facility operations, Liaison and continuous follow up with vendors and escalate complaints to attend breakdown within stipulated time of reportage, Vendor evaluations and ratings etc.Rolling out RFP for Vendor selection.</li>   <li>☐ <b>Cafeteria Management:-</b>Planning, organizing, and monitoring of day to day operations of the cafeteria, including the daily record-keeping, Hygiene and Sanitation of the men, materials, and space involved in food preparation and serving. Checking the Legal requirements in terms of health &amp; safety of employees. Organizing food festival &amp; event once in a month.</li>   <li>☐ <b>Facility Management:-</b>Monitoring housekeeping work, stationery, verifying of stock, co-ordinating with government authorities. Inventory management and fixed asset documentation. Interacting with different departments for executing maintenance of all equipments in the organization for enhancing overall efficiency.</li>   <li>☐ <b>Employee Management:-</b>Managing the employee work station, shift allocation, floor plan ,finger print registration for biometric access, Id cards printing, sorting of employee's grievances etc.</li>   <li>☐ <b>Fleet Management: -</b> Taking care of employee's, Clients, Guest &amp; Executive transportation. Sorting out employee's issue pertaining to transport, ensuring 100 % smooth services &amp; vehicle compliance. Vehicles routing &amp; rostering.</li>   <li>☐ <b>Travel Desk: -</b> Handle and manage all travel arrangements (Visa application, flight, hotel booking, ground transportation etc.). Manage relationships with travel agencies/hotels and vendors. Provide advice on travel documents, insurance, import/export regulations etc. Ensure compliance in all aspects of travel procedures.Maintaing MIS pertaining to Travel</li> </ul>
Company Profile	KPO/ITES (Background Screening )

### **Educational Qualifications**

☐ B. Com (F&A). - June 2022 from Mumbai University

### **Computer Knowledge:**

- ☐ To make business decisions using strategic calculation in Excel.
- ☐ Browsing Internet, sending & replying business email,
- ☐ Arranging & scheduling business meetings with vendors/clients through Microsoft Outlook.

### **Training and Development:**

- ☐ Completed LDP (leadership development program) conducted by Sterling Talent Solutions.
- ☐ Completed Crisis disaster management training conducted by Sterling Talent Solutions.

### **Strengths:**

- ☐ A quick learner with high level of motivation.
- ☐ A team player with strong technical skills and general business acumen.
- ☐ Flexible, open minded and proactive with an ability to interact well with all levels of firm Personnel and clients.
- ☐ Capable of managing multiple projects simultaneously and successfully.
- ☐ Self-motivated, fast decision making, persistence in work.
- ☐ Take ownership of problems and anticipate issues by taking proactive action.
- ☐ Ability to multi-task and prioritize in a fast-paced environment.
- ☐ People Management.

### **Personal information**

Date of Birth : 07/06/ 1982

Marital Status : Single

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### **Achievements:**

- ☐ *Received an Award of “Star performer” from Sterling Talent Solutions.*

### **Other Highlights**

- ☐ Belief in ‘Hard work today will be a better tomorrow’.
- ☐ Aptitude and willingness to learn new Technology and Methods.
- ☐ Innovative to achieve desired results.
- ☐ Good in Analytical and Logical Thinking.
- ☐ Would Snatch some Moments for light Music, Cricket.

Yours faithfully

**(Ajay Hoke)**