

ANKIT SINGH

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Professional Summary

Results-driven professional with over 10 years of experience in administration, focusing on all Administrative profiles including Facility Management, Procurement, Employee Transportation, Fleet Management, Canteen Management and Expat Management. Skilled in resource management, vendor relations, and cost optimization. Proven ability to lead cross-functional teams, streamline processes, and ensure operational efficiency. Strong interpersonal and problem-solving abilities, with expertise in driving customer satisfaction and managing diverse teams in dynamic environments.

Key Skills

- **Office Administration:** Repair & Maintenance, Security, Pantry, Housekeeping, Front office, AMCs, Coordination with Building Management and Landlord.
- **Expat Services:** Joining and exit formalities, Residential permit, Visa extension, Accommodation, Import and export shipments, Travel arrangements.
- **Fleet Management:** Managing large-scale company owned and leased vehicles, New vehicle procurement, New leasing agreements and renewals with vendors, Vehicle allotment and deployment, Driver Management, Regular service, Repair and maintenance, Fuel calculation and distribution, Vendor Billings.
- **Procurement:** Purchase Requisition (PR) as per SOP, Vendor Negotiation, New vendor development, Purchase Order (PO) creation and approval in SAP.
- **Event Management:** Vendor selection and negotiation, Venue finalization, Event workflow chart, Execution.
- **Travel & Accommodation:** Flight ticket booking, Taxi booking, Hotel booking, Guest House Management.
- **Employee Transport:** Route planning, Bus deployment, Employee deductions, Vendor billing, Regular bus inspections, Compliances, Employee feedbacks.
- **Canteen Management:** Maintaining hygiene, Menu selection, Ingredients in accordance with the agreement, Repair maintenance of equipment and kitchen, Regular audits, Closure of Snag list, Employee Feedbacks, Employee deductions, Vendor billing.
- **Housekeeping:** Staff Management, Regular inspections of all areas, Immediate action on complaints or feedbacks, Vendor billing.

Professional Experience

Restaurateur (Feb 2023 - Present)

Managing Franchise Restaurants

Key Responsibilities:

- Oversee daily restaurant operations including staff development, inventory management, and vendor relations.
- Ensure customer satisfaction through excellent service standards.
- Monitor and control operational costs and expenses.

Honda Motorcycle & Scooter India Pvt. Ltd.

Assistant Manager (Apr 2022 - Jan 2023) Head Office, Manesar, Haryana

Senior Executive (Apr 2021 - Mar 2022) Head Office, Manesar, Haryana

Executive (June 2020 - Mar 2021) Head Office, Manesar, Haryana

Executive (Sep 2019 - May 2020) Gurugram Regional Office

Executive (Oct 2016 - Aug 2019) Vithalapur Plant, Gujarat

Executive Trainee (Oct 2015 - Sep 2016) Vithalapur Plant, Gujarat

Key Responsibilities:

- Handled a team and responsible for administrative activities at plant level (like transport/admin store/expat management/canteen/procurement/housekeeping/special activity)
- Distribution of work and new assignments among the team as per requirement
- Managed office Facility Upkeep and Supplies, Petty Cash Personnel Management and Security ensuring all administrative processes ran smoothly.
- Travel & Accommodation services include booking flights, taxis, and hotels, along with managing guest houses. These services handle everything from reservations and scheduling to customer support.
- Support to Japanese expats, VISA & Residential Permit, residential permits, accommodation, and daily transport and travelling.
- Managed nationwide vehicle procurement, repair & maintenance, and deployment of vehicles for associates.
- Negotiated vendor contracts, managed invoice processing, and ensured timely payments.
- Maintained a rapport with Police Station and Gram Panchayat
- Set-up employee transport, local taxi services and Administration store by complete planning and developing new vendors
- Performing stock management, employee locker management and procurement planning
- Regular inspections at Canteen to maintain hygiene, Menu selection, Employee feedback, Audits and closure of snag list.
- Event management – planning and executing events through vendor coordination, venue selection, and detailed workflow planning with smooth execution by managing logistics, timelines, and on-site operations effectively.
- Spearheading the responsibility of work completion and payment to vendor
- Administering general purchase activities including checking of all Purchase Requisition (PR) as per SOP, vendor negotiation, performing new vendor development and vendor management
- Estimating cost working of requested material / job on received PR. Generating Purchase Order (PO) in SAP, updating PO signature and authorization in SAP
- Coordinated with internal departments for procurement and logistics, maintained effective communication with external vendors, and ensured the smooth running of operations.

Safexpress B2C Pvt. Ltd., New Delhi

Executive - B2C Operations (Jan 2015 - Sep 2015)

Key Responsibilities:

- Led operations team, managed inventory, and coordinated deliveries and returns across branches.
- Developed work process flows and ensured compliance with standard operating procedures (SOPs).
- Reported directly to Operations Head and CEO, providing detailed MIS reports.

SpiceJet Limited, New Delhi

Trainee - Customer Security Executive (Jan 2013 - Jul 2013)

Max New York Life, Gurgaon

Trainee - Finance MIS/Internal Control (Sep 2011 - Nov 2011)

Education

- **MBA in International Business** | Modi Academic International Institute (Stratford University), New Delhi | 2014 (86%)
- **BBA** | Modi Academic International Institute (Stratford University), New Delhi | 2012 (75%)

Technical Skills

- **Software:** Microsoft Office (Excel, Word, PowerPoint), SAP

Personal Details

Date of Birth: 07th December 1987

Languages Known: English and Hindi

Address: House No.-1978, Sector-4, Gurugram-122001, Haryana