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|  | RahulSalunke   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  | 9619393878 | |  | [rahulsalunke2804@gmail.com](mailto:rahulsalunke2804@gmail.com) | |  |  | |

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| Education | Joshi Bedekar College, Thane, 2009  Bachelor of Management Studies - BMS |

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| Summary | Experienced Administrative and Safety professional with **14** years of work experience overseeing wide variety of administrative functions essential to business operations, safety and security operations. Optimising work productivity and efficiency across multiple offices in multiple locations within diverse environments. Highly organised at prioritising tasks and managing deadlines. |

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| Work Experience | Administrator, March 2019 – Current  Birla Public School, Kalyan   * Overseeing the Safety, Security, Maintenance and Housekeeping of the school. * Doing daily rounds to inspect all safety related issues and implementing effective security measures to ensure the safety of students and employees. * Managing all physical security and digital security operations to prevent prohibited entries and articles inside the school premises. * Ensuring periodic submission of Form B to the Fire and Safety Officer of Kalyan region and ensuring timely renewal of Fire Safety Certificate of the school. * Responsible for periodically conducting Fire / Evacuation drill. * Handling the team of Supervisors such as Security and Maintenance also supervising the Electrician, Plumber, STP operator, Gardeners etc. * Looking after renewal of labour contracts such as security, housekeeping etc. * Initiating and renewing maintenance contracts of all the office equipments such as air conditioners, UPS, fire fighting equipments etc. * Ensuring regular maintenance of all office equipments and looking after the repair work related to civil, electrical, carpentry etc. * Overseeing the school infrastructural projects from inception to execution stage. * Organising and planning the office activities such as VIP visits, Client visits, office events, functions, arrangements of training and meetings etc. * Co-ordination with canteen vendor for snacks of students and office staff. * Co-ordinating with the government officials for compliances such as Fire Safety Certificate, Water supply certificate, Sanitary certificate etc. * Working with the accounting and management teams to set annual operational budgets. * Maintaining and producing records of ISO Audit which is required at the time of renewal of ISO 9001 certification. * Coordinating for payment of utility bills and vendor bills. * Monitoring inventory of office supplies and purchasing of new material with attention to budgetary constraints. * Ensuring the office is stocked with necessary supplies and that all equipments are working and properly maintained. * Processing utility bills and vendor bills and ensuring timely payment of the same.     Asst Manager Admin, January 2018 – March 2019  Zee Learn, Mumbai, India   * Responsible for the safety and admin operations of 25 company operated preschools of Zee Learn across India. * Coordination with respective center heads for preschool safety , infrastructure issues and maintenance of equipments available in schools. * Managing end to end work of new projects of preschools. * Initiating and renewing housekeeping contracts, security contracts and maintenance contracts of office equipments contracts. * Coordination with landlords for rent agreements and processing the rent payment of the properties. * Initiating for Shop & Establishment license and renewing the same. * Coordination with local authorities for conducting marketing events. * Analyzing cost and implementing cost effective methods. * Developing and sourcing new vendors for procuring non IT material required in schools. * Processing utility and vendor bills and ensuring timely payment of the same.   Worked as Administration Executive in the following organizations for the period March 2011- January 2018  Osource Global, Tata BSS, Navnit Motors   * Supervising housekeeping and security staff and monitoring their daily activities. * Ordering and providing stationery, drinking water and other office supplies. * Looking after canteen management by monitoring food quality, service and hygiene. * Supervising maintenance team and ensuring timely maintenance of HVAC, Fire system and other electrical equipments. * Looking after carpentry, plumbing & civil work inside the office premises. * Supervising transport operations for assuring timely and smooth transport service. * Processing of vendors bills and ensuring timely payment of the same. * Assisting the reporting manager in planning and executing the functions,events and other activities in organization. * Assisting the reporting manager in compliance of ISO 9001 and ISO 27001 ISMS. * Responsible for handling the petty cash and keeping the record of expenses. * Ordering and issuing office and printing stationery to all branches of Mumbai. * Execution of procurement as per process and necessary approvals. * Looking after hotel bookings and travel tickets. * Procurement of uniform, shoes, ID card and other related items of sales staff. |

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| PERSONAL DETAILS | * **Languages known :** English , Hindi & Marathi * **DOB :** 4th November 1987 * **Residence :** Thane, MH |