

DILEEP KUMAR RAJBHAR

**Room No.155-3/14
Lane No.1 Near Hanuman Temple
Ramgad Bhimgad Goshala Road
Mulund West Mumbai No. 400080**

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ADMINISTRATION OFFICER

Managing general procedures, dealing with customers and high volume workloads whilst meeting strict deadlines. Processing wide-ranging “problems” experience mainly within management, finance, personal and IT. Now looking to make a continued and significant contribution for a company that needs a multi-skilled, Multi-tasking administrator within a team working environment.

AREAS OF EXPERTISE

- **Administration**
- **Office management**
- **Organization skill**
- **Communicational skills**
- **Cost control**
- **Team work**
- **Contract Administration**
- **Supervision**
- **Asset procurement**

PROFESSIONAL EXPERIENCE

➤ **Highbrow Securities & Advisers Pvt. Ltd. (Admin Manager) 1st Mar-2024- April-2025.**

- Handling day today administrative work.
- Handling petty cash, maintaining expense report and making budget report.
- Maintaining attendance report and salary processing.
- Handling admin team, taking care of housekeeping & security.
- Handling asset procurement and maintain FAR.
- Tracking team performance and ensures quality of work is within acceptable levels.
- Making strategy for BCP (Baseness Continuity Plan).
- Manage inventory of office supplies and organize purchasing of new material and consumables.
- Identifying the key areas of improvement, plans administrative processes, establishes guidelines, and implements protocols.
- Supervision of daily services of pantry, housekeeping staff , electricians, DG operations, air conditioning maintenances & operations and other support staff
- Monitoring inventory of office supplies, purchasing new materials while considering budgetary constraints, and creating budgets for maintenance and operational contracts.

● **Threpsi Solutions Pvt. Ltd. (Pharmeasy) Sr. Administration Executive.21-Sep-17 to 21st Jan-23.**

- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints..
- Handling Petty Cash and Bookkeeping for it with proper utilization as per monthly budget planning.
- Clearance of Utility Bills like F&B (tea, coffee, milk, water), Stationery, HK materials, Security, Housekeeping, Electricity, Telephone, Leased line, Broadband, Vendors bills etc. on monthly basis. Assuring the payment is done on time.
- Assets dispatch from Mother Warehouse to Hubs & FCs across PAN India WHs.

- Trained administrative staff in company policies and procedures according to same. Ability to manage time and make decisions.
- Leading the admin team across PAN India.
- Maintaining the FAR of all Admin assets of PAN India.
- Maintaining the Real Estate tracker & compliance data along with their soft copies.
- Taking care of infra management, experience of new setups of warehouse, FCs & Stores.
- Taking care of housekeeping of premises, maintaining the checklist including.
- Giving training to staff of 5-S, assuring 5-S policies is adherence is done.
- Taking care of security of premises including taken care of SLP (Security Los & Prevention)

➤ **Worked with Housing.com as Sr. Administration Executive.2013 to 2017.**

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Respond to any queries or concerns relating to any issue within TAT.
- Purchasing of admin assets & advice internal and external on issues regarding purchasing terms & conditions.
- Discover profitable suppliers & negotiate with external vendors to secure advantageous terms.
- Examine and test of existing contracts & finales purchase details of orders and deliveries.
- Control spend and build a culture of long-term saving on procurement costs.
- Preparing SOP for all kind of administrative exertion.
- Looking after Facility, House Keeping, and maintenance of infrastructure & AMCs of office machineries i.e UPS, printers, AC, & etc .
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.

➤ **Worked with Asset Motors Pvt. Ltd. as Admin Executive.2010 to 2013.**

- Providing communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Maintaining administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Resolving all kinds of legal matter as like Court matters, Police complain, lessening with concern department.
- Providing supplies by identifying needs for reception, switchboard, mailroom, and pantry, establishing policies, procedures, and work schedules.
- Processing & monitoring of invoices and presents data reports and other miscellaneous payments for the department.
- Responding to department inquiries (mail, phone, email) including communication with colleagues.

➤ **Worked as Admin Executive in A Little World Pvt. Ltd. 2007 to 2010**

- Providing a face-to-face service if the customer cannot be dealt with over the phone.
- Answering questions by phone, post and email.
- Investigated causes, including fraud and Local Authority errors.
- Negotiating deals with Hotels, Travel Agents etc for Seminars, Conferences, and Events etc.
- Vendor Generation & Management.
- Coordination with Office IT, HR & Accounts.
- Managing Transport Services.

- Preparing day to day MIS & submitting to the respective Manager.
- Successfully assisted ISO Physical External audit.
- Administration of access cards and photo ID badges.
- CCTV camera surveillance system, monitoring, video or digital recording.
- Monitoring Access control system at any entry and exit points of the premises.
- Response to alarm activations from CMS {Central Monitoring System}.
- Issuance of Locker Keys.
- Maintain all external & internal affairs of office.

JOB RESPONSIBILITY

- Responsible for the implementation and ongoing maintenance of all office policies and procedures.
- Manage and order supplies within the budget guidelines of the organization.
- Responsible for encouraging the growth and assisting in the evaluation process of the staff.
- Responsible to the Executive Director to provide assistance in the grant process.
- Bills processing and releasing payments.

EDUCATIONAL QUALIFICATION

➤ **ACADEMIC:-**

- 10th from - S.S N. Collage Varanasi 2000
- 12th from - S.K.I.M. Collage Varanasi 2002
- Bachelor of Arts - Pandit Deen Dayal Rajkiya Maha Vidyalay (Purwanchal University) 2006
- Computers & software - MS Excel, word PPT, Internet downloads & etc.

PERSONAL DETAILS

- Father's Name : Mr.Shiv Ram Rajbhar.
- Permanent Address : F 39/26 Chunar Cement Factory
Mirzapur (Uttar Pradesh)
- Date Of Birth : 6th April 1984
- Hobbies : Music, Movies, Playing Football, Traveling.

Date: ____ / ____ / **2025**

Dileep Kumar Rajbhar