

ASHISH AHIR

ADMINISTRATION AND TRAVEL DESK EXPERT

-
- Virar East 401305 • +91 9321388233 • ashishary00@gmail.com
 - LinkedIn - <https://www.linkedin.com/in/ashish-ahir-12879713b/>

Personal Summary

- Experienced Travel and Administrative Manager with 18 years of expertise in managing travel logistics, office operations, and optimizing organizational processes. I am skilled in budget management, vendor negotiation, and team leadership. Seeking a challenging role to utilize my proficiency in travel planning and administrative management to enhance operational efficiency and contribute to organizational success.
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Role and Responsibilities.

TVS Industrial & Logistics Parks Private Limited.

Admin Manager -

09/2024 to Current

Admin Manager Role, Professional Summary.

Key Skills

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|---|---|
| • Leadership & Team Management | • Strategic Planning & Problem-Solving |
| • Budgeting & Financial Oversight | • Vendor & Stakeholder Relations |
| • Process Optimization & Workflow Automation | • Professional Communication & Correspondence |
| • Microsoft Office & Administrative Tools Proficiency | |

- Experienced **Administrative Manager** with expertise in **office operations, staff management, and process optimisation**.
- I am skilled in **budget management, vendor negotiation, and workflow coordination** to enhance efficiency.
- Proven ability to **lead teams, implement policies, and streamline administrative functions**.

Core Responsibilities

- **Office Operations Management:** Oversee daily administrative functions, ensuring smooth workflow and operational efficiency.
- **Staff Supervision & Training:** Manage and mentor administrative staff, fostering a productive work environment.

- **Budget & Expense Control:** Develop and monitor budgets, ensuring cost-effective resource allocation.
- **Vendor & Contract Negotiation:** Handle procurement and vendor agreements to optimise service quality and cost.
- **Process Improvement:** Implement policies and procedures to enhance productivity and compliance.
- **Communication & Coordination:** Facilitate effective communication between departments and external stakeholders.
- **Compliance & Documentation:** Ensure adherence to company policies and regulatory requirements.

Achievements

- Successfully **streamlined administrative processes**, reducing operational inefficiencies by **20%**.
 - Led a team of **10+ administrative professionals**, improving overall productivity and morale.
 - Negotiated **cost-effective vendor contracts**, saving the company **15% in annual expenses**.
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Travel Manager Role, Professional Summary.

Key Skills

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|--|---------------------------------|
| • Corporate Travel Management | • Vendor & Supplier Negotiation |
| • Budget Optimization & Cost Control | • Travel Risk Management |
| • Itinerary Planning & Logistics | • Expense Tracking & Reporting |
| • Travel Management Software Proficiency | |
- **Experienced Travel Manager** with expertise in **corporate and leisure travel planning, vendor negotiations, and policy development**.
 - I am skilled in **budget management, itinerary coordination, and travel risk assessment**.
 - Proven ability to **optimise travel programs, reduce costs, and enhance traveller satisfaction**.

Core Responsibilities

- **Travel Planning & Coordination:** Manage domestic and international travel arrangements for employees and executives.
- **Vendor & Contract Negotiation:** Secure cost-effective deals with airlines, hotels, and transportation providers.
- **Budget Management:** Oversee travel budgets, ensuring cost efficiency while maintaining quality service.
- **Policy Development & Compliance:** Establish and enforce corporate travel policies to ensure adherence to regulations.
- **Risk Management & Crisis Handling:** Assess travel risks and implement contingency plans for emergencies.
- **Expense Tracking & Reporting:** Monitor travel expenses and generate reports for financial analysis.

- **Traveller Support & Communication:** Provide assistance and guidance to travellers, ensuring seamless experiences.

Achievements

- Successfully **negotiated vendor contracts**, reducing travel expenses by **15%**.
 - Implemented **travel policy improvements**, enhancing compliance and efficiency.
 - Managed **high-volume travel logistics**, ensuring seamless experiences for employees and executives.
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Work Exposure Description:

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| Senior Administration Manager - A. S. Moloobhoy Pvt Ltd. | 02/2019 to 09/2024 |
| Sr. Travel Executive - Fabtech Technologies International Ltd. | 03/2016 to 01/2019 |
| Manager- Client Relations - Kshama International Pvt Ltd. | 01/2014 to 02/2016 |
| Business Manager - Akshara Visa Consultancy Pvt Ltd. | 03/2008 to 12/2013 |

Education

T.Y.B COM – 2009
University of Mumbai

Certifications

Galileo
DTP
MS-CIT
Typing

Personal Details

Date of Birth: 17/03/1989
Nationality: India
Marital Status: Married