

Karan K. Jadhav

Sr. HR & Admin Associate



Summary:

An experienced Sr. HR & Admin Associate with **8 Yrs.** of diverse experience serving both international and domestic clients. Proficient in managing various administrative tasks and providing efficient support to ensure smooth operations within the organization. Possesses a strong track record of coordinating with clients from different backgrounds and cultures while maintaining high standards of professionalism and service delivery.

Education

- ✚ Anna Malai University, Chennai
Pursuing MBA in Human Resource
Year: April 2024
- ✚ Shree Ram College Of Commerce & Science
University of Mumbai
Bachelor of Information Technology (BSC- IT)
Year: April 2021
- ✚ Diploma - Electrical Engineering
DM Polytechnic College Titwala
Year: February 2017
- ✚ Secondary Education
VPM BR. TOL CBSE English High School, Mulund East
Year: March 2014

Professional Experience:

Reliable Group (Reliable Group Paragon)

From - 23rd July 2024 - Till Date

Admin Executive - Operations

- Ensure smooth day-to-day administrative operations within the organization.
- Manage contracts and renewals (including AMCs), ensuring timely updates and compliance.
- Oversee facility management, including upkeep of office infrastructure (AC, lighting, plumbing, lifts, etc.) and coordination of repairs and maintenance.
- Supervise housekeeping staff to ensure office cleanliness, hygiene, deep cleaning, pest control, and pantry stock management.
- Manage office supplies, stationery, and pantry inventory; ensure timely procurement and cost control.
- Handle travel arrangements including domestic/international bookings, hotel stays, visas, and cab coordination for employees and guests.

- Build, maintain, and evaluate relationships with key vendors for facilities, housekeeping, transport, etc.
- Source and onboard new vendors as needed, and negotiate contracts or renewals.
- Assist in organizing internal events, meetings, and conferences, ensuring smooth execution of logistics.
- Support HR/admin in onboarding and exit formalities, including ID card issuance and seating allocation.
- Maintain records of contracts, AMCs, asset allocation, admin expenses, and other documentation for compliance and reporting.
- Ensure administrative operations comply with company policies and local regulations.
- Prepare reports on admin expenses, contracts status, AMC renewals, and facility maintenance.
- Maintain confidentiality and security of company documents and vendor data.

ABM Knowledgeware LTD, Mumbai

From – 26th March 2024 – July 2024

Admin Executive

- Coordinate and manage travel arrangements for employees, including booking train and flight tickets, arranging accommodations, and ensuring travel itineraries are distributed.
- Establish and maintain relationships with vendors, negotiate contracts, ensure timely delivery of goods and services, and manage vendor performance.
- Prepare, process, and reconcile invoices for all services and goods procured, ensuring accuracy and timely payment.
- Maintain records for financial auditing.
- Oversee and manage annual maintenance contracts (AMC) for office equipment and facilities, ensuring timely renewals and addressing any service issues that arise.
- Manage employee medical insurance plans, including enrollment, claims processing, and liaising with insurance providers to resolve issues.
- Supervise housekeeping staff, maintain cleanliness standards, manage supplies, and ensure all areas are properly cleaned and maintained.
- Keep an updated attendance register for housekeeping personnel.
- Monitor and manage inventory of office supplies, place orders as needed, and ensure efficient distribution of supplies to all departments.
- Plan and coordinate internal events such as meetings, conferences, and team-building activities, ensuring all logistical aspects are handled smoothly.
- Oversee the maintenance and repair of office facilities, including liaising with contractors and service providers to address any issues promptly.
- Provide general administrative support to the management team, including scheduling appointments, managing correspondence, preparing reports, and handling confidential information.

Word Publishing, Navi Mumbai

From – 27th November 2021 – March 2024

Sr. HR & Admin Associate

- Overseeing day-to-day office operations and ensuring smooth functioning.
- Serving as a communication liaison between employees, clients, and stakeholders.
- Managing documents, reports, and maintaining organized filing systems.
- Ordering office supplies, equipment, and managing inventory levels.
- Coordinating facility maintenance and ensuring a safe work environment.
- Making travel arrangements and preparing travel itineraries for employees.
- Assisting in planning and coordinating company events and meetings.
- Supporting financial administration tasks such as budgeting and expense tracking.
- Handling HR tasks including onboarding, record-keeping, and benefits coordination.
- Providing administrative support including scheduling, correspondence, and record maintenance.

Astrid Recruitment Services

From – 15th July 20217 – November 2021

HR & Admin Associate

- Managing all daily administrative tasks, such as scheduling, correspondence, and document organisation.
- Addressing questions, keeping good relations, and acting as the main point of contact for both domestic and foreign clients.
- Arranging travel, conferences, and meetings for internal stakeholders and clients.
- Maintaining inventory, equipment, and office supplies to guarantee smooth operations.
- Helping with financial reporting, tracking expenses, and budget preparation.
- Assisting with hr tasks including benefits administration, record-keeping, and onboarding.
- Keeping information private and using caution when handling sensitive data.
- Putting corporate policies and procedures into practice and upholding them to guarantee compliance.
- Working together with cross-functional teams to accomplish organisational goals.
- Meeting the demands and expectations of clients by promptly addressing administrative problems and offering solutions.

Skills

- **Organizational Skills:** Efficiently manage tasks, schedules, and workflows.
- **Communication Skills:** Strong verbal and written interaction abilities.
- **Attention to Detail:** Maintain precision in document management and record-keeping.
- **Time Management:** Prioritize tasks and meet deadlines effectively.
- **Problem-Solving Abilities:** Identify issues and develop practical solutions.
- **Technical Proficiency:** Competent in using office software and database management systems.
- **Customer Service Orientation:** Provide excellent service with professionalism and empathy.
- **Adaptability:** Flexibly adjust to changing priorities and technologies.
- These headlines encapsulate the key skills necessary for success in the role of an administrative administrator.

Certificate

- ✓ Maharashtra State Certificate in Information Technology (MS-CIT)
- ✓ **Certificate in Talent Sourcing** ([LinkedIn Learning Certificate of Completion](#))

I hereby declare that the above-mentioned information is true to the best of my knowledge.

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