

# MOHAMMED ARSIWALA

SENIOR MANAGEMENT  
PROFESSIONAL: ADMINISTRATION  
+ OPERATIONS

An exceptional career in turning challenging conditions into success stories through a proprietary vision, long-term business insight, strategic planning, executive decision-making, critical thinking, and contingency management efficiencies



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25, Dharamshi Street, 50, Nazarally  
Khan Building, Mumbai – 400 003.

## PROVEN SUCCESS IN

Strategic Planning	★★★★★
Administration	★★★★★
Operations Management	★★★★★
Procurement	★★★★★
Vendor Engagement	★★★★★
Contract Negotiation	★★★★★
Service Delivery Equipments	★★★★★
Quality Assurance	★★★★★
Operational Excellence	★★★★★
Workflow Management	★★★★★
Resources Management	★★★★★
Project Management	★★★★★
Travel Arrangements	★★★★★
Logistics	★★★★★
Decision-making Support	★★★★★
Events Administration	★★★★★
Team Management	★★★★★
Cross-functional Coordination	★★★★★

## EXECUTIVE SUMMARY

- **Diligent Professional with over 10 years of experience** in overseeing day-to-day operational and administrative functions with success in optimizing process, financials, and leading organizational development while ensuring efficiency and productivity.
- **Proven track record** in on-time operations, achieving top performance, fulfilling requirements, ensuring quality, and optimizing workflow. Skilled in creating administrative policies to streamline workflow and maximize resource utilization, resulting in tangible improvements.
- **Valued as a discreet partner with the ability** to juggle, prioritize, and fulfill requirements while ensuring speedy responses to business concerns and large-scale projects for moving the business forward and developing value.
- **Recognized for ability** to transform administrative functions into strategic assets that drive business success. Renowned for strategic vendor negotiations, crafting win-win contracts, and implementing cost control measures that have consistently resulted in savings.

## CAREER GROWTH

Since May 2015

Mar 2014 – Mar 2015

**N.A. Shah Associates LLP**  
Deputy Manager - Facilities  
& Administration

**RXM**  
Executive Secretary /  
Administration

## EMPLOYMENT OUTLINE

**Deputy Manager – Facilities & Administration** • Since May'15

**N.A. Shah Associates LLP**



### Key Deliverables:

- **Strategic Planning & Execution:** Create & execute strategic plans for facilities management & administration, aligning with the organization's goals and objectives bringing the business vision to reality.
- **Facilities Management:** Direct the overall maintenance, security, and operations of physical facilities to ensure a safe, secure, and efficient working environment for all employees and visitors.
- **Budgeting:** Manage the budget for facilities and administrative functions, ensuring cost-effectiveness and efficiency improvements.
- **Contract Management:** Manage contracts with vendors to secure quality products and services at competitive prices.
- **Project Management:** Manage multiple projects related to facility upgrades, office moves, or renovations, ensuring projects are completed on time, within budget, and to specifications.
- **Office Operations:** Manage corporate office operations, including facilities, infrastructure, and amenities.
- **Travel Logistics:** Coordinate travel logistics, including bookings, visa arrangements, and insurance for staff and partners.
- **Events Administration:** Organized corporate events, off-site meetings, and company-wide gatherings.
- **Foreign Exchange:** Handled foreign exchange needs for corporate travel and transactions.
- **Accommodation:** Assist expatriates with accommodation, internal travel, and logistical support.
- **Bills and Contracts:** Manage facilities-related finances, including bills, purchase orders, and maintenance contracts.
- **Management Reporting:** Compiled monthly reports for management review.
- **Facility Inspections:** Conduct daily facility inspections to ensure issue rectification.
- **Compliance Management:** Maintain compliance with health, safety, and environmental standards.

## ACADEMIC CREDENTIALS

- **B. Com**  
Hinduja College of Commerce & Arts  
Mar 2010.
- **H.S.C**  
Hinduja College of Commerce & Arts  
Feb 2007.
- **S.S.C**  
Blossoms, Mumbai  
Mar 2005.



## TECHNICAL PURVIEW

- MS-Office
- Adobe Photoshop



## PERSONAL DOSSIER



**Date of Birth:**  
11th October 1989



**Language Known:**  
English, Hindi, Gujarati

- **Inventory Control:** Manage inventories for office supplies, ensuring adequate stock levels.
- **Vendor Engagement:** Liaise with external vendors for maintenance and upkeep of office premises.
- **Hospitality Management:** Organize visitor hospitality and logistics for office events and seminars.
- **Petty Cash Management:** Oversee petty cash, manage office support staff, and administer attendance systems.
- **Liaison and Coordination:** Coordinate with HR for attendance system management and actively resolve software queries.
- **Administration:** Handle license renewals, document identification numbers, & procurement of gifts for various occasions.
- **Expenses and Payments:** Manage payments for office and partner-related expenses, such as utilities and credit cards.
- **Emergency Preparedness and Crisis Management:** Develop and implement emergency preparedness plans and crisis management strategies to ensure employee safety and business continuity in the event of emergencies or disasters.
- **Staff Leadership and Development:** Provide leadership and direction to the facilities and administration team, fostering a culture of excellence, continuous improvement, and professional development.
- **Stakeholder Engagement:** Act as a key liaison with internal stakeholders, understanding their needs & ensuring that facilities & administrative services meet or exceed expectations.
- **Security Management:** Deploy and look after the security protocols and systems to protect employees, assets, and information.
- **Health and Safety:** Foster, maintain, and ensure a healthy and safe work environment by implementing health & safety standards & conducting regular audits and risk assessments.

**Executive Secretary / Administration** • Mar 2014 – Mar 2015

**RXM**



### Key Deliverables:

- Oversaw and streamlined the daily schedule and email management for the Managing Director (MD).
- Acted as the initial point for incoming telephone communications.
- Sorted incoming emails and data into specified folders, also securing backups on the hard drive.
- Orchestrated the MD's comprehensive agenda, including organizing documents, arranging travel, and solving scheduling conflicts.
- Facilitated weekly planning sessions with the MD to strategize on forthcoming commitments, invitations, and inquiries.
- Arranged and scheduled meetings for the MD with senior staff and various organizational committees.
- Prepared comprehensive briefings for the MD ahead of all professional commitments.
- Kept meticulous records of all physical and digital correspondence on the MD's behalf.
- Engaged proactively in the broader activities of the organization.