

SUMMARY

Accomplished Administration Manager with solid foundation in managing workplace administration. Prolific in organizing, prioritizing and maintaining administrative procedures. Confident in overseeing progress and making independent decisions to optimize process. Seeking to elevate skills and achieve growth.

SKILLS

- Business Administration
- Policy & Procedure Modification
- Planning, Budgeting & Control of Admin Expenses
- STPI & Non STPI Procurements
- Vendor Management
- Facility Planning & Management


ACCOMPLISHMENTS


- Spearheaded ISO audits for Admin & Procurement verticals & cleared with zero noncompliance. (@Fareportal)
- Spearheaded the drafting & implementation of Administration & General Awareness Policies. (@Fareportal)
- Assisted Project Management Team & handled Procurement for and successfully set up new facility at Sector 37, Gurgaon having 400 agent seats. (@Fareportal)
- Assisted Project Management Team & handled Procurement for and successfully set up new facility at Golf Course Road, Gurgaon having 460 agent seats. (@Fareportal)
- Received 3 promotions within span of 5 years with the organization. (@Fareportal)
- Automation of travel desk process ensuring speedy approval of requests and cost savings. (@Cushman & Wakefield)

EDUCATION

Annamalai University | Tamil Nadu
Bachelor of Business Administration

Paras

 9891626626

 parasb16@yahoo.com

 New Delhi, 110015

EXPERIENCE

08/2021 - 07/2023

Administration Advisor

Techzoid Technologies | New Delhi

- Lead, guide and mentored administrative staff in their tasks & functions.
- Developed innovative strategies to enhance the performance of administrative staff.
- Assess & evaluate existing methods and functions in administration.
- Track, monitor and document performance of each individual.
- Acted as an auditor and supervised functions of payroll, vendor payments, accounts receivable and payable.
- Established new policies & procedures to ensure efficiency in operations.
- Worked with finance to develop budgets & financial plans.
- Oversee human resource activities.

09/2009 - 07/2014 & 03/2017 - 07/2018

Senior Manager Administration

Fareportal | Gurgaon

- Discharged responsibilities as deputy to HOD on whole gamut of administrative areas/services including following:
- Purchase related functions (IT & non-IT) & inventory activities.
- Negotiated and executed contracts on behalf of company & cultivated strong relationships with vendors and partners supporting administrative operations.
- Analyzed data related to administrative costs and spending trends to prepare administration budgets.
- Streamlined and improved administrative operations by identifying automation opportunities and devised ways to streamline processes.
- Interviewed, recruited, and onboarded new staff for high performing administration teams.
- Built highly efficient administrative team through ongoing coaching, professional development opportunities & close monitoring of individual KPI.
- Acted as point of escalation for internal and external customers, addressing issues and resolving queries to keep smooth-running operations.
- Oversaw general office activities such as recycling and building maintenance, transport management, cafeteria management, etc working closely with third-party contractors.

08/2007 - 04/2009

Assistant Manager Administration

Cushman & Wakefield | Gurgaon

- Responsible for facility administration of corporate office in Gurgaon.
- Procurement & contracts management.
- Accountable for cost control & MIS.
- Proactively handled the major clients visits of the company.
- Arranging events/corporate parties for employees' welfare.

10/2005 - 08/2007

Senior Executive Administration

WNS | Gurgaon

03/2004 - 10/2005

Duty Manager

PVR | Gurgaon

(Paras Bhatia)