

# Ravindra Dinkar Wable

Senior Admin Executive



✉ ravindrawable@gmail.com

☎ +91 8888576483

📍 Flat No. A1/807, S No. 289, PARK  
VISTA, DY Patil Knowledge City Rd,  
Lohegaon, Pune, Maharashtra  
411047

📅 1987-04-10

💍 Married

🌐 [linkedin.com/in/ravindra-wable-a9ab4455/](https://www.linkedin.com/in/ravindra-wable-a9ab4455/)

## 📄 SUMMARY

- Self motivated and eager to learn new things on regular basis.
- Strong communication, collaboration, negotiation and interpersonal skills.
- Energetic, confident and ready to work as an individual or in a team environment.
- Good mentor as a team leader and team member.

## 🌐 LANGUAGES KNOWN

Marathi

Hindi

English

## 📁 CARRER CONTOUR

### Paradiso Software Pvt Ltd

Senior Admin Executive

03/2023 – Present

Pune (Hinjewadi and Bhukum) and the United States

Paradiso Solutions is an emerging AI based eLearning service company which provides eLearning solutions to organizations across the globe. We always strive to fulfill your business needs and provide you with a highly personalized experience. The company has offices located in Pune (Hinjewadi and Bhukum) and the United States.

Roles & Responsibilities: - (Responsible for Admin/HR & IT Operation)

Taking care of Admin/HR & IT Operations to ensure the office operates smoothly.

Oversaw smooth day-to-day operations across Admin, HR, and IT functions to support overall business continuity.

Provided IT support for Office 365, Microsoft Teams, Outlook; managed account creation, data migration, and monitored Office 365 Admin Center.

Supported compliance team in policy updates and provided documentation for SOC 2 audits.

Managed Time Doctor tracking system for employee productivity monitoring, audits, and performance reporting.

Handled Freshsales CRM for lead tracking, client data management, and sales team coordination.

Administered OneDrive for secure file sharing and collaboration across departments.

Created and maintained company holiday calendar in alignment with HR and regional policies.

Managed SIM card inventory, activation/deactivation processes, and compliance tracking.

Conducted complete asset lifecycle management – from issuance and maintenance to collection and documentation.

Handled digital workflows using DocHub, managing signatures for NCAs, client agreements, and internal letters.

Managed Intranet user accounts, course uploads, and user access control for internal learning systems.

Conducted WFH employee audits through random Teams calls, speed tests, Time Doctor checks, and ergonomic evaluations.

Coordinated all aspects of event management – venue, catering, materials (banners, brochures), trophies, certificates, and giveaways.

Oversaw renewal and purchasing of software subscriptions and licenses (ChatGPT, Canva, MS Office, Freshsales, etc.) to ensure continuity.

Maintained petty cash records, processed vendor invoices, and coordinated with Accounts for regular expense submissions.

Scheduled meetings, maintained office supply inventory, and ensured timely procurement of stationery and essentials.

Handled end-to-end HR processes including onboarding, exit formalities, issuing offer/appraisal/relieving letters, probation emails, and background verification.

### **Locuz Enterprise Solutions Ltd**

Commercial Executive

02/2017 – 02/2023

Shivaji Nagar, Pune-05. Head Office- Madhapur, Hyderabad-500081

Locuz Enterprise solutions ltd. Is Complete IT driven Project Company which helps his Customer s to build the Datacenter in for its Business and support for Keep business running continuously. With more than 1000 Employees operating in house and deployed at customer places for business helps for IT as Service. Its Branch office Located at Shivaji Nagar, Pune-05. Head Office- Madhapur, Hyderabad-500081

Roles & Responsibilities: - (Responsible for Admin & Commercial Department)

Oversaw complete administrative operations, including housekeeping supervision, vendor coordination, facility management, and event planning.

Managed vendor relations for supplies, equipment servicing (AC, UPS, printers), and handled Annual Maintenance Contracts (AMCs) for critical office equipment.

Planned and executed office events, birthday celebrations, and festival functions in coordination with the HR department.

Maintained and distributed stationery, monitored inventory, and placed procurement orders based on office requirements.

Supervised housekeeping staff attendance, schedules, and daily operational duties.

Manage on boarding logistics including access cards, Laptop, welcome kits, T-shirts, elevator app access, and parking assignments.

Conducted asset maintenance and repair coordination, ensuring smooth functioning of office infrastructure (electrical, plumbing, carpentry, ACs, printers, etc.).

Managed travel and accommodation arrangements, including train, bus, cab, and hotel bookings for employees and guests.

Scheduled office meetings, arranged video conferencing setups, and handled office logistics for internal and external events.

Coordinated issuance of access cards, ID cards, business cards, office diaries, and IT assets to new joiners.

Handled all incoming/outgoing courier services, tracked deliveries, and followed up to ensure timely receipt.

Managed and reconciled petty cash across locations (Pune & Mumbai), prepared statements and submitted reports to the finance team.

Verified monthly utility and service bills (rent, internet, telephone, water, stationery, etc.) and coordinated with accounts for timely payments.

Maintained commercial documentation including purchase orders, delivery challans, invoices, work sheets, and CRM records in both digital and physical formats.

Managed logistics operations: raised POs, arranged material dispatch, tracked deliveries, and ensured timely customer implementations.

Coordinated with logistics partners and negotiated transportation costs for efficient delivery solutions.

Supported sales team with tender submission logistics and documentation as needed.

Generated and shared monthly MIS reports with the reporting manager.

Worked on Tally ERP 9 to prepare payment vouchers and coordinated vendor payments with the Head Office.

Maintained organized commercial files, ensured availability of official materials (letterheads, continuity sheets), and supported compliance with company policies.

Actively collaborated with sales, support, HR, accounts, and AR teams to ensure smooth administrative and commercial operations.

Assisted the Commercial Manager with monthly, quarterly, and year-end tasks and executed any ad hoc assignments from leadership.

### **Knowledge-Divine Information Technologies. (On Third party Payroll of Object Technologies.)**

Admin Officer

09/2014 – 02/2017 | Ferguson College Road Pune

C-DAC authorized training center, Knowledge-Divine Information Technologies (Know-IT) (<http://www.know-it.co.in>), which is also technology partner for Software Training Institute 'Object Technologies' ([www.object.co.in](http://www.object.co.in)) in Ferguson College Road Pune.

Roles & Responsibilities: - (Responsible for Admin & Student Coordination)

Supervised day-to-day housekeeping operations across office and guest house facilities, ensuring high standards of cleanliness and hygiene through routine checks and maintenance logs.

Managed vendor coordination for housekeeping materials, stationery, tea/coffee supplies, and technical services (e.g., AC servicing, water purifier maintenance).

Oversaw facility management, including office infrastructure upkeep, repairs (electrical, plumbing, carpentry), and service scheduling.

Monitored and distributed stationery supplies, maintained inventory, and ensured timely restocking based on department needs.

Planned and supported organizational events and activities, ensuring smooth execution and logistics.

Maintained attendance and duty schedules for housekeeping staff.

Ensured asset maintenance, coordinated necessary repairs, and tracked condition of office equipment and guest house items.

Handled travel and accommodation bookings (train, bus, hotel) for employees and visitors.

Managed courier services, tracked parcel delivery, and followed up to ensure timely dispatch/receipt.

Administered petty cash and maintained accurate expense records for internal reporting.

Verified and processed monthly utility and operational bills (electricity, telephone, gas, Xerox, newspapers, courier, etc.), and coordinated with Accounts for timely payments.

Ensured all essential supplies (grocery, vegetables, gas, etc.) were available at the company's guest house.

Maintained a safe and organized office environment by managing the administrative department and responding promptly to facility needs.

Handled HR coordination tasks including distribution of appointment, confirmation, increment, and memo letters, as well as issuing ID cards.

Coordinated and scheduled candidate interviews (Skype/virtual), prepared daily interview reports, and shared updates with HR.

Carried out employee onboarding processes, including documentation, form submissions, induction scheduling, and training on attendance systems.

Prepared and maintained purchase orders and service contracts with external vendors; kept detailed records of vendor agreements and contact details.

Delivered additional administrative and HR support tasks as assigned by the reporting manager.

### **Indiacom Ltd.**

Admin Officer

06/2012 – 09/2014 | Shastri Nagar, Pune

Indiacom Ltd. Is in the Information Business through Online Search portal [www.Indiacom.com](http://www.Indiacom.com), Printed Business directories and Mobile applications. Its office Located at Shastri Nagar, Pune.

Roles & Responsibilities: - (Responsible for Admin & Front desk Coordination)

Oversaw comprehensive facility management, including coordination with vendors for stationery, housekeeping materials, and daily office supplies.

Supervised stationery distribution, maintained inventory, and ensured timely procurement and availability of essential items.

Planned and executed internal events and office activities in coordination with other departments.

Monitored attendance and task allocation for housekeeping and security personnel; ensured cleanliness across office, parking, and terrace areas.

Conducted asset maintenance checks and coordinated necessary repairs (electrical, carpentry, plumbing, AC servicing, etc.) to ensure operational continuity.

Handled travel and hotel arrangements for employees and guests, including bookings for trains, buses, and accommodation.

Arranged and scheduled key meetings such as Board Meetings, AGMs, EGMs, and other organizational gatherings.

Managed petty cash, maintained records of expenses, and submitted reports for audit and reconciliation.

Verified and submitted monthly operational bills (electricity, telephone, tea/snacks, security, newspaper, Xerox, courier, etc.) to the Accounts Department; followed up on timely payments.

Supervised day-to-day administrative operations, ensuring a safe, clean, and organized work environment.

Coordinated with vendors for visiting card printing, sales brochures, and branded office materials (envelopes, folders, etc.).

Prepared and maintained purchase orders and vendor contracts (tea/snacks, housekeeping, security, courier, newspaper, Xerox services) with detailed vendor records.

Maintained fuel levels and logbook for office generator and filed quarterly returns with the Electrical Inspector's Office.

Drafted and managed employee service agreements and assisted in general HR documentation tasks.

Supported front desk responsibilities, including visitor coordination and administrative support for internal teams.

Performed other administrative duties and tasks as assigned by senior management.

## EDUCATION

### **Diploma in Computer Technology**

Padmashri Dr Vithalrao Vikhe Patil Institute of Technology, Loni Pravara  
07/2011 | Loni Pravara

### **H.S.C (Science)**

Shri Dhokeshwar Vidyalay & Junior College, Takali  
Dhokeshwar, Tal-Parner, Dist-Ahmednagar  
02/2006  
Takali Dhokeshwar, Tal-Parner, Dist-Ahmednagar

### **S.S.C**

New English School Wasunde, Tal-Parner,  
Dist-Ahmednagar  
03/2004 | Wasunde, Tal-Parner, Dist-Ahmednagar



## I.T. SKILLS

### **Microsoft Office Suite**

(Word, Excel, Outlook)

### **Office 365 Administration**

User account creation

Data migration

Monitoring via Office 365 Admin Center

### **Microsoft Teams**

(support, virtual audits, coordination)

### **Freshsales CRM**

(lead tracking, client data management)

### **Time Doctor**

(employee productivity monitoring & reporting)

### **DocHub**

(digital document management, e-signatures)

### **OneDrive**

(secure file sharing and collaboration)

### **Intranet Management**

(user access, course uploads)

### **Tally ERP 9**

(used for payment vouchers and vendor coordination;  
pursuing formal training)

### **Internet usage proficiency**

### **MS-CIT Certified**

### **Software License Management**

(MS Office, Canva, ChatGPT, Freshsales, etc.)

### **Basic troubleshooting and IT support**

(general IT operations)

### **Digital tools for HR operations**

(onboarding, document processing, audits)



## PERSONAL INTEREST'S

- Travelling, Music, movies