

# Basu Trivedi

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## Summary:

Administrative & IT leader with 9+ years of experience managing Pan India operations, vendor networks, and infrastructure services. Proven track record of reducing costs, streamlining travel & facility processes, and boosting operational efficiency. Committed to driving excellence through strategic planning and operational leadership.

## Professional Experience:

**Lead – Admin & IT**  
**Dhruv Research, Gurgaon**  
**August 2021 – Till Date**

### Admin Responsibilities:

- Transport Management: Cab arrangement for office employees & field team members on Pan India level, Cab related Co- ordination with vendor.
- Facility Management: Managing Security & Safety management, Cleaning & HK Services.
- Vendor Management: Handling vendor starting from finding the vendor till signoff.
- Follow up with accounts regarding payment of vendors and other parties.
- Budgeting of project and Cost Expense Report.
- Asset & Inventory Management- Assigning and coordination for recollecting of asset.
- General Administration.
- Hotel Management- Room & Conference room booking for employees as well as field team members on Pan India level.
- Travel Desk- Booking of flight, train & Bus on Pan India level.
- Overseeing office maintenance & procuring facilities for proper work environment of offices.

### IT Responsibilities:

- Responsible to resolve queries related to system performance, networking and printer installation.
- Handling G-suite administration (i.e. creation of new mail, deletion, data backup)
- Maintaining Asset verification report and ensuring installation of new system for all branches.
- Co-ordination regarding work related to networking, CCTV.
- Handling Quick heal antivirus Console which includes firewalls, malware protection, data security.
- Deploy, install, configure and update software releases.

- Responsible for arrangement of workstation/laptops to the new employee.
- Arrangement of Training, Conferences, and Con call.
- Exit Management- Retrieving of assets allocated to employee.

**Senior Executive - Administration and IT**  
**VRM Management Pvt. Ltd., Mumbai (Malhotra Group of Companies)**  
**April 2015 – June 2020**

**Admin Responsibilities:**

- Overseeing office maintenance & procuring facilities for proper work environment of offices, Factory–Plant, Guest House.
- Vehicle management– Servicing, insurance renewal, maintenance.
- Building management –Access control System, CCTV, Fire Extinguishers, Building Maintenance.
- Facility Management: Managing Cleaning & HK Services, Repairs & Inspection.
- Security Management: Handling proper security management of Head Office & factory–plant & Guest House.
- Vendor Management: Handling vendor starting from finding the vendor till signoff.
- Follow up with accounts regarding payment of vendors and other parties.
- Monthly Budgeting and Cost Expense Report.
- Asset & Inventory Management.
- AMC & other General Administration.

**IT Responsibilities:**

- Responsible to resolve queries related to system performance, networking and printer installation.
- Handling G-suite administration (i.e. creation of new mail, deletion, data backup)
- Configuring Microsoft Outlook account as well as troubleshooting Outlook related issue.
- Maintaining Asset verification report and ensuring installation of new system for all branches.
- Coordination regarding work related to networking, CCTV.
- Handling Quick heal antivirus Console which includes firewalls, malware protection, data security.
- Deploy, install, configure and update software releases.
- Responsible for coordinating with vendors to resolve queries related to EPBX System.
- Responsible for arrangement of workstation/laptops to the new employee.
- Arrangement of Training, Conferences, and Con call.

**Software Developer**  
**WebXperts Pvt. Ltd.,**  
**Allahabad**  
**October 2013 - February 2015**

**Responsibilities:**

- Software Demo presentation & installation at client end.
- Deploy, install, configure and update software releases.
- Responsible to resolve queries related to system performance, networking and printer installation.
- Handling G-suite administration (i.e. creation of new mail, deletion, data backup)
- Arrangement of Training, Conferences, and Con call.

**Skills:**

- General Administration & AMC
- Office & Facility Management
- Vendor & Transport Management
- Travel Desk & Hotel Bookings
- Building & Vehicle Maintenance
- IT Support & Infrastructure
- G-Suite & Email Administration
- Network & CCTV Coordination
- Budgeting & Cost Reporting
- Assets & Inventory Management

**Academic Credentials:**

- MCA (Master of Computer Applications), M.P.E.C. Kanpur, 2013 – 73.28%
- BCA, CSJM University, Kanpur, 2010 – 71%
- 12th, UP Board, 2006 – 66%
- 10th, UP Board, 2004 – 68%

**Place: Kanpur**

**(Basu Trivedi)**