

Rajwal Singh

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Professional Summary

Administration & Infrastructure Management professional with 9+ years of experience in office operations, facilities management, guest accommodation, vendor partnerships, and employee support services. Adept at managing infrastructure, procurement, and hospitality services to ensure seamless business operations. Skilled in travel vendor relationship management, budgeting, compliance, and cross-functional coordination. Proven track record of improving operational efficiency, reducing costs, and enhancing workplace experience. Currently pursuing an MBA in Marketing with focus on organizational strategy and management.

Core Competencies

Office & Facility Administration

Guest Accommodation & Hospitality Management

Travel Vendor & Partner Relationship Handling

Infrastructure & Asset Management

Vendor & Procurement Management

Budgeting & Resource Allocation

Compliance & Audit Readiness

Team Coordination & Employee Support

Process Improvement & Efficiency Enhancement

Stakeholder & Vendor Relationship Management

Professional Experience

Career Break | Oct 2024 – Present

Currently pursuing MBA in Marketing with focus on Leadership, BFSI Strategy, and Client Relationship Management.

HDFC Bank | Senior Manager – Administration & Infrastructure

Apr 2024 – Sept 2024

Managed administrative and infrastructure operations for multiple branches.

Coordinated with facility vendors, housekeeping, and security teams to ensure uninterrupted operations.

Oversaw guest accommodation and travel bookings for employees, clients, and visiting officials.

Built strong partnerships with travel vendors, hotels, and service providers to ensure smooth arrangements.

Managed procurement, vendor contracts, and compliance documentation.

Supported infrastructure upgrades and maintenance projects with minimal disruption.

ICICI Bank | Manager -Administration & Facility Management

Mar 2023 – Mar 2024

Handled branch administration, facility services, and asset management.

Ensured regulatory compliance with safety and operational standards.

Coordinated with travel and hospitality partners for employee travel, accommodation, and relocation.

Monitored service-level agreements (SLAs) with vendors, improving efficiency and cost management.

Supported employee engagement and welfare through smooth facility and travel arrangements.

Kotak Mahindra Bank | Assistant Manager – Administration & Operations

Jan 2016 – Feb 2023

Led administrative operations across multiple banking branches.

Coordinated with vendors for housekeeping, transport, travel bookings, and guest accommodation.

Handled corporate guest visits, ensuring end-to-end hospitality services.

Negotiated with vendors to reduce costs while maintaining high service quality.

Implemented process improvements to streamline operations and increase efficiency.

Monitored KPIs for cost, vendor performance, and facility service standards.

Education

MBA in Marketing (Ongoing) – 2024 – Present

Bachelor of Electrical Engineering – APJ Abdul Kalam University (2020 – 2023)

Diploma in Industrial Electronics – Father Angel Polytechnic (2015 – 2019)

Key Achievements

Reduced administrative costs by optimizing vendor contracts and procurement processes.

Successfully managed guest accommodation and travel vendor partnerships, reducing turnaround time by 30%.

Ensured smooth infrastructure upgrades with minimal business disruption.

Recognized for delivering high standards in facility management and compliance readiness.

Improved service efficiency through automation and process enhancements.

Languages

English (Fluent)

Hindi (Fluent)

Marathi (Fluent)

Gujarati (Conversational)

Interests

Administration & Infrastructure | Hospitality & Guest Services | Travel Management |
Process Optimization | Organizational Strategy