

SHIMANK ARORA

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SUMMARY PROFILE

- Strong liaison and negotiation skills across all staff and customer levels.
- Enjoys a high capacity to learn new skills whilst objectively seeking new challenges, responsibilities and ways to develop an already extensive array of professional experience.
- An astute and pragmatic leader, quick and forward thinking, who always plans for a variety of outcomes.

CHRONOLOGY OF WORK

Worked with Unacademy (sorting hat technologies pvt ltd). As an Executive Administration from May 2019 to Sep 2022.

Sep 2015 to May 2019 Electrom Communication (P) ltd Executive-Administration. Reason for leaving- Company relocated me out of Delhi/NCR.

PROFESSIONAL EXPERIENCE

Unacademy

Executive –Administration

Roles & Responsibilities:

- Arranging accommodation & Arranging for relocation of employees. Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, florist, pest control, housekeeping, etc.
- Managing administrative activities involving purchase of equipment's, maintenance of procurement, housekeeping, safety, security, employee induction etc.
- Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities.
- Budgeting and cost control measures, Monitoring Budget.
- Managing repair, maintenance & replacement of office equipment's, appliances, furniture, furnishings, vehicles, building, etc.
- Purchasing, Implementation and operations of Security and Surveillance. Oversee acquisition, installation and commissioning of equipment's.
- Asset Management of all Site operations assets across multiple locations. Event Management, organizing meetings, conferences, making travel
- Arrangements and hotel reservations for guests.
- Laisning and coordinating with various departments. Facility Management.
- Vendor on-boarding & management. Contracts Negotiation & Management. Liaison with local authorities
- Travel & Ticketing. Safety & Security.
- General Administration.
- Handling housekeeping / pantry / security team. Ensuring that the house keeping team Reaches on time and operation runs smoothly.
- Ensuring, that the food, snacks, fruits etc. are available on time.
- Providing mobile phones and sim cards to the new joiners and as per the requests Received and maintain a record of it
- Ensuring, that the food count for the next day is shared with vendor well in advance to minimize the food wastage
- Ensuring, that the pantry and housekeeping stock is always available.
- Ensuring, pest control and Disinfection services & deep cleaning of office in regular intervals.
- Ensuring the daily cleaning activity. (washrooms, coffee machines, utensils)
- Ensuring, that the stationary stock is readily available.

PROFESSIONAL EXPERIENCE

Electrom Communitaion .

Executive –Administration

Roles & Responsibilities:

- Manages and maintains the office, including monitoring and ordering stationery needs.
- Provides administrative support to managers and the general office.
- Monitors and improves office systems and procedures.
- Manages general correspondence, postage, company documents, statements and reports.
- Fields calls and passes on accurate messages.
- Responsible for Air Ticket, Rail Ticket, Hotel booking, transport arrangements for guest and company staff.
- Maintenance of Interiors/office premises, General maintenance.
- Security, House - Keeping management, employees escalation Vendor co-ordination, liaising with authorities, as and when required.
- Pantry Co-ordination.
- Co- ordination with service providers.
- Monthly MIS.
- Team building.
- In-charge of Overall activities of Purchasing.
- Experienced in Ensuring timely supply of Materials Tools, Instruments in line with shift wise production schedule.
- Exposure in Maintain Materials storage, locations.
- Selection of appropriate supplier and negotiating with supplier and strong knowledge in new supplier searching Create adequate source & Supplier identification.
- Collecting quotations from various vendors and negotiating the prices and other terms & conditions.
- Raising the purchase order and sending to the vendor through e-mail or Courier.

Purchasing:

- In-charge of Overall activities of Purchasing.
- Experienced in Ensuring timely supply of Materials
- Exposure in Maintain Materials storage, locations.
- Selection of appropriate supplier and negotiating with supplier and strong knowledge in new supplier searching Create adequate source & Supplier identification.
- Collecting quotations from various vendors and negotiating the prices and other terms & conditions.
- Raising the purchase order and sending to the vendor through e-mail or Courier.
- Follow up the material vigorously with the suppliers to ensure the dispatch on time for production.
- Interaction with, Finance& Accounts Dept release the payment to the vendors as per supply terms.
- In case if any rejection materials from stores interaction with quality control dept get the report and send back to the vendors.

MISCELLANEOUS PERSONAL DATA

Date of birth : 15 Jun 1989
Father's Name: Mr.Naray Laxmi
Gender : Male
Marital Status : Married
Nationality : Indian

Linguistic Skills:

Language	Read	Write	Speak
English	√	√	√
Hindi	√	√	√
Punjabi	*	*	√

PROFESSIONAL EDUCATION

QUALIFICATION	INSTITUTE	YEAR
Passed 10 th	U.P Board	2002
Passed 12 th	U.P Board	2004
Graduation(B.Com)	Agra University	2007
Graduation(B.A) Private	C M J University	2012

Submitted by:**SHIMANK ARORA**