# Objective

Seeking a challenging career with a progressive organization which will utilize my skills and abilities to increase efficiency of corporate general administration and also provide opportunity to learn new technologies where my education will have valuable application.

**Work Experience**

**Organisation : Indus Valley Partners (Oct 2019 – Aug 2020)**

**Industry : IT**

**Designation : Executive – Administration**

**Responsibilities :**

* Taking care of all IT assets and inventory management Reports.
* Taking care of General Administration like housekeeping,securityservices.
* Making all the reports relaited to administration.
* Handing the cab management
* Prepare route and clubbing adhoc request.
* Prepare MIS for Cab billing (Fixed Route &Adhoc Request)
* Pantry/Cafeteria Management.
* Postal Services.

**Organisation :Accenture India (Feb 2018 – July 2019)**

**Industry : IT**

**Designation : SrExecutive – Administration (Transport)**

**Responsibilities :**

* Handling Fleet of 170 Cabs with 7 Vendors.
* Handling a team of 65 Escort Guards to ensure Female employee safety during the night hours.
* Conduct Monthly Driver/Vendor R&R based on the performance matrix.
* Sharing Do’s & don’t to employees, transport policy with the employees and safety Mailers with the employee for general awareness.
* Ensuring timely generation of MIS reports.
* Ensuring Effective routing to maintain the Minimum travel time.
* Checking documentation relating to complience
* Update Daily Report, Weekly Report & Monthly Report.
* Handling employee query – window based and email based.
* Penalty RecordsAs Per Agreement
* Site spoc for etms tool

**Organisation :Tech Mahindra (Dec 2016 – Feb 2018)**

**Industry : IT**

**Designation : Executive - Transport**

**Responsibilities :**

* Checking documentation relating cab compliance.
* Prepare MIS report for billing purpose
* Maintaining OTA & OTD Report
* Solving employee query on mail.
* Prepare penalty as per SLA.

**Organisation :Serco Global Services (May 2013 – Dec 2016)**

**Industry : BPO**

**Designation : Executive - Administration**

**Responsibilities :**

* Taking care of General Administration like housekeeping,securityservices.
* Vendor Management, Interaction with suppliers, presentation to purchase committee, getting approval etc.
* Accountable for House Keeping and Security.
* Taking care of all IT assets and inventory management Reports.
* Maintaining the employee database& Employee attendance.
* Making all the reports relaited to administration.
* Pantry/Cafeteria Management.
* Accountable for Entire aspect of Safety and Security of all the facilities.
* Maintaining the required registers like Vendor Register, Inventory Register, Purchase Register and Item Distribution Register etc.
* Taking Care of BMS Services (Survilance Security)

**Acamedic Credentials**

* **MCA (Masters of Computer Application)** from **MTU Noida** with first divison in 2013**.**
* **BCA (Bachelor of Computer application)**from**CCSUniversity**with first divison in 2009.
* **XII** from**UPBoard**with first divison in 2006**.**
* **X** from**UP Board** with Second divison in 2004**.**

**Personal Skills & Interests**

* Listening to music
* Interacting with people
* Team building, Hard Working

# Personal Details

Email : Sanjay.nirwan24@gmail.com

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