

MANOJ SINGH

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Executive Profile – Administration, Operations & Facility Support Specialist

- A dynamic professional possess 05 years of experience in Administration, Operations, Facility Management as well as Maintenance of leading Healthcare & Business house of JK Industry for around 50,000 Sq. Mtr. Area imparting services to 400+ employees.
- Demonstrated Ability in independently Handling Vendors, Asset Management & AMC Management.

Skill Highlights

ü	Asset Management	–	Planning & Development	–	Process Improvement Strategies
ü	Systems Implementation	–	Inventory control	–	Vendors Management
ü	Conflict Resolution	–	Liaising with Authorities	–	Financial Aptitude
ü	Employee Supervision	–	Staffing Management Ability	–	Multi-Unit Operations Mgmt.
ü	Purchase Negotiation	–	Transportation Mgmt.	–	Security Management

Core Accomplishments

- ✓ Single-handedly managed repairs and maintenance for 100 Bedded Healthcare facilities throughout.
- ✓ Assisted in implementation of new IT system resulted in improved Customer service.
- ✓ Investigated and analyzed client complaints to identify and resolve issues.
- ✓ Ensured quality controlled organizational operations for a broad range of Customers.
- ✓ Educated customer in regards to office policies, medical procedure step & required office support information.

Professional Experience

Manager - Administration & Facilities @ Idyllic It Consulting Pvt. Ltd Feb 2014 – Till date

- ✓ To oversee the entire facility & to ensure smooth functioning in the premises.
- ✓ To monitor various utilities like Health and safety, Air conditioning, fire services, water supply, Electricity supply & Building Maintenance.
- ✓ Ensure timely procurement of stationery as per user's requirement. Managing quality and cost control.
- ✓ To Check & verify physical attendance of outsourced staff such as Maintenance, Housekeeping, General duty assistants & Security functions.
- ✓ Follow up with Accounts department for vendor / supplier payments.
- ✓ Annual Maintenance Contracts of office equipment Record.
- ✓ Upkeep of facility, infrastructure & assets, preparing planned preventive maintenance schedules.
- ✓ Liaising with government office (MCD, Jal board, Police Dealing, Electricity office & other authorities. Dealing with different Vendors for new quotations.
- ✓ Purchase negotiation (Empanelment, Negotiation, finalization, Order issuance, delivery follow-ups). Finalization of Service Contracts.
- ✓ Negotiations with Vendors & to liaise with concerned service vendors for any malfunctions detected.
- ✓ Provide all stores & Office stationery & General printing item (Visiting card, Letter head & envelopes etc. MIS Report management.
- ✓ Vendor Management.
- ✓ Conflict/dispute resolution relevant to admin function.
- ✓ Resource allocation i.e. arranging workstation other facilities to new

Administrative Officer @ PSRI

June 2010 – Jan 2014

- ✓ Proficient in handling entire gamut of general administration functions such Housekeeping, Security, Pest control, pantry boys, office boys.
- ✓ Hostel & Guest House Management.
- ✓ To ensure other equipment's such as DG Sets, Plumbing system, and Lighting are in good working

- order. Make necessary Travel & Ticketing arrangements as required for official tours.
- ✓ Ensure timely refilling & service ability of Fire Extinguishers.
- ✓ Transportation Management (Ambulance & Other Cab Management).
- ✓ Ensure overall security arrangement, movement of men and material within/ from the Company premises. Communicate and coordinate with different Department to ensure the administrative support timely and -efficiently.
- ✓ Organizing Conference, Business Meetings, external Visits, Town halls, Family Visit, Process inauguration, Annual bashes and ensures proper set up of arrangements.
- ✓ Supervise Medical & Non-Medical Staff.
- ✓ Ensure repair and maintenance of office equipment, fittings & fixtures, appliances etc. Ensure safety of employees including first aid box & pest control etc.
- ✓ Ensuring that human and material resources are correctly utilized.
- ✓ Pantry Management-Responsible for supervising the catering operations. To make sure that meals are served on time.
- ✓ Verify & release payment for Telephone, Mobiles, Electricity, and other miscellaneous vendors payments.
- ✓ Other Facilities such as I-Card Creation, Uniform distribution, Work Station Planning, Issue of Sim/Phone etc. Screening all Non- Trading vendor bills before processing & Tracking of vendor payment time to time.
- ✓ Maintaining office asset and taking care office equipment.
- ✓ Accommodation (Hotel & Guest booking) and Travel arrangement.
- ✓ Proper filing and record keeping of expenses bill and other documents.
- ✓ Employee sitting planning including other facilities (PC, Telephone) Department wise, Designation wise. Accidental Case.
- ✓ Department wise Access Control of Employees.
- ✓ Services include installation and operation of DG sets, HVAC system, Electrical system (HT, LT panels, Transformers, Floor panels etc.)
- ✓ Schedule preventive Maintenance of UPS, and other electrical equipments. Maintain vigil to instruct security in case if there is a problem
- ✓ Purchasing Material for the official Use.
- ✓ Monthly Bills Related (electricity, tea, water, Newspaper, Currier, Office Rent).

Education & Technical Qualification

Pursuing MBA From Sikkim Manipal University (Healthcare Mgmt.)	2014
Bachelor of Arts from Delhi University – New Delhi, India.	2009
Computer Application Management from F-Tec, New Delhi, India.	

Course Content:-

Tools Known:- MS-Office (MS-word, Power-point, Excel) & Internet.
 Professional Software:- Lotus Notes, CRM, HMS & SAP
 Operating System:- Window 7, XP, 2000, 98.

Personal Information

- **Father's Name** : Sh. Abhay Singh
- **Date of birth** : 07th Dec. 1982
- **Sex** : Male
- **Hobbies** : Swimming & Playing Cricket
- **Marital status** : Married
- **Nationality** : Indian

Declaration

I hereby declare that the information provided by me is true to the best of my knowledge & belief.

Date :-

Place :-

Manoj Singh.