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|  *PROFILE OF :* *Picture 040Maneesh Sharma.**RZC- 34, Mahavir Vhar Dwarka Sector – 1, New Delhi – 110045.**Contact no. 9911007107, 9313771222.* *Email:* - *manish\_sharma37@yahoo.com* *,* *maneeshsharma37@yahoo.in**“I Believe in Optimistic, efficiency, compassionate, humility & team player”* |
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| *Current CTC : 4.80 LAKH’S P.A.* |
| *Experiences : 14 years in General administration, Office management, Vendor management, Purchase, Maintenance, Facility management, and Operations.** Administration and Liasioning.
* Housekeeping and Facility Management.
* Providing support for maintenance.
* Vendor & Procurement Management.
* Travel and Transport.
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*Curriculum Vitae*

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Maneesh Sharma\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

“I Believe in Optimistic, efficiency, compassionate, humility & team player” ***manish\_sharma37@yahoo.com******, maneeshsharma37@yahoo.in***

**Current CTC: 4.80 Lakh’s, P.A. Mob: 9911007107**

**Resi: 9313771222**

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| ***Residential Address:*** *RZ-C-34,Mahavir Vihar,* *Dwarka Sector-1,*  *New Delhi-110045****.******Father’s Name:*** *Sh. G.D. Sharma*.***Duration of Exposure:*** *14 Years****Contact No.*** *9911007107, 9313771222.****Date of* Birth*:*** *May 29th, 1977.****Language Capabilities:***  *English & Hindi*.***Notice Period:***  *Immediately* | ***Career Objective:*** To take up the challenging position in Administration & Purchasing where I can utilize my knowledge & skill to get insight views of the corporate world to achieve organizational objectives & offer best of my capabilities to contribute organization’s success.***Personal Strength:***Self starter, committed, Ready to take decisions quickly, always heads up for new challenges,Excellent team player, ***Technical Skill:***One year Diploma in MS Office & Internet.Knowledge of word, Excel, Power point & E-mails.***Professional Skill:***B.Com (P).***Professional Knowledge:**** Administration and Liasioning.
* Housekeeping and Facility Management.
* Providing support for maintenance.
* Vendor & Procurement Management.
* Travel and Transport.

***General Administration & Office management:*** Implementing and maintaining office administrative system, Staff management, Operations, organizing, Documentations and Human resources activities like ESIC , EPF, Recruitment Process, Taking Interview, Joining Formalities, Staff selections, Salaries, attendance, staff handling, MRN (In -Out), Verify and check the bills and give the final approval, Pantry, Housekeeping, Securities, Office automation, Front office, Maintenance , AMC’s, DG sets, Safety and Fire system supervision. Planning, organizing, providing leadership, cost cutting and controlling all administrative functions Report making, ensuring that human and material resources are correctly utilized. Oversee all aspect of maintenance and repair of machinery, equipment, and electrical and mechanical systems, Management of office environment, Gathering, adapting, storing and distributing information within the company, Responsible for renewal of contracts, vendor management, Responding to customer enquiries and complaints, Arranging regular testing for electrical equipment and safety devices. Reviewing and updating health and safety policies and ensuring they are observed, Filling of returns, payments of telephones, internet etc, and Monitor day-to-day office admin, Purchases office materials by obtaining requirements, negotiating price, quality, and delivery, approving invoices. Responsible for renewal of contract, Arranging regular testing for electrical equipment and safety devices Payment etc.***Facility Management:/Travel /Transportation:***Handling complete Facilities (Stationary) and infrastructure set up including repair & maintenance, Asset Management, maintaining an inventory & keeping a proper record of an asset, Responsible for the housekeeping and handling the manpower, Interacting with different departments for executing the maintenance and AMC of all equipment to view overall efficiency. Handle Travel arrangement and Transports their maintenance and fueling.***Procurement and Vendor Management:***Handle Purchase Department - Inviting quotations from different vendors and compare the quotes on the basis of cost and quality and prepared the agreements as per the company procedure,Developing and devising cost effective sources, commercial negotiations and price fixation, component development, supply compliance and contracts management, Evaluating suppliers' performance and ongoing compliance in accordance with the defined parameters, Coordinating with the vendors for the negotiations and quality checks of the products procured for the office. · Vendor tie-up for various product supplies based on supply order, Maintaining database of suppliers as per each product category, Getting PI from the vendor and preparing and sending the PO to the concerned vendor, After receiving acceptance of the PO by the vendor, forward this to the A/c department for payment as per terms and condition and he has to maintain its hard copy as well, Regularly follow up with the vendor for delivery in time, Time to time discussion about the material delivery with the Ops department, Verify material supplied as per PO i.e. Quantity, Quality, User Manual (if required), warranty cards etc, Prompt updating of all related departments i.e. Ops/ projects, store & Logistic, Maintaining hard copy of all suppliers Bills with a copy to the A/c department, Get the material verified & checked from Projects/Ops & maintain a hard copy of acceptance report in the file, Maintain the contact data sheet of vendors and time to time update the same, Maintain MIS Sheet for PO in Excel, Maintain file and update all records with Indent Details.***Liasioning & Maintenance:***Liaoning with Government department such as registering authorities for registration of lease agreements on behalf of the company, Liasioning with telephone agencies , electricity department, municipal department, police department for any assistance to staffs, members or organization in filling of complaint, FIR etc for smooth services, Providing support to company advocates relating to court cases. Handle all Kinds of Maintenance Buildings and Machineries. **Experiences:*** 5 years in J.P. Computers.

 **Position - Admin manager.*** 3 years in Sonix Exporters.

 **Position – Admin & Purchase Manager**.* 2 years in JRK Constructions.

 **Position - Admin & Purchase Manager.*** 2 Years in Ceno tech India Pvt. Ltd.

 **Position - Office Manager.*** One year experience in Maruti Mechanical (India).

  **Position – Admin & Purchase Manager.*** Presently working in Scopic International. (Power Project Co.)

**Position - Admin & Purchase Manager.*****Date: …………………………..***  ***Place****:* ……………………………………..  Maneesh Sharma. |