

ASHISH SRIVASTAVA

Phone No.: 91-9354261656/9958398562

E-Mail: srivastava465ashish@gmail.com

Seeking assignments in General Office Administration/Site Administration with a reputed organization.

PROFILE SNAPSHOT

- Presently working with **Geo Constech Pvt. Ltd.**-New Delhi as Admin cum EA from September 2020
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Supervising administrative staff and dividing responsibilities to ensure performance
- Keep stock of office supplies and place orders when necessary
- Travel Planning (Boarding and Lodging) for staff.
- Co-ordinate with advocates & clients for the pending legal recovery cases for early closure.
- Co-ordinate with IIT's for project related assistance
- Processing of Staff Salary, attendance, complete the Joining & Exit formalities of Staff.
- Take follow-up from Accounts department regarding timely submission of ITR, GST monthly & annual return & property tax submission.
- Ensure complete cleanliness and hygiene at Office area, Meeting room & Conference room.
- Co-ordinate with vendors for timely delivery of the material and also ensure the timely delivery of their payments.
- Timely payment of electricity bill, water bill, Telephone and broadband bill of office and plant.
- Co-ordinate with consultants for better output in the favour of the company.
- Proper information flow from CMD to every employee and motivate or guide the employees to timely completion of the assigned tasks.

AREAS OF EXPERTISE

- Capable of managing multiple tasks with an emphasis on retaining quality standards
- Project management.
- An effective communicator with analytical, problem solving, team building and relationship management skills.
- Written and verbal communication skills.
- Supervisor.
- Scheduling and planning.
- Leadership.
- Organizational skills.
- Attention to detail.
- Administrative writing and reporting skills.
- Ability to quickly assess and prioritize projects and office tasks
- Proficient at evaluating problems and quickly devising practical solutions
- Ability to meet tight deadlines

WORK EXPERIENCE

Since Jan'19 to August 2020

Shapoorji Pallonji Group, Assistant Manager-Admin at Joyville Gurgaon

Roles and Responsibilities

- Keeping record of all the expenses over transport, house-keeping, stationary, security, etc.
- Interact with different departments for executing the maintenance of all equipment in the organization and enhancing the overall efficiency.
- Manage all Labour related compliances timely like PF, ESI and LWF Submission, Muster Roll, Wages Sheet, Attendance Card as per the Investor's requirement

- Ensure Proper Statutory Compliances with monthly Audit Report. Complete CLRA, BOCW registration.
- Manage Site Office administration, Labour Hutment & Guest Houses.
- Bill Processing, Purchase order, PR in SAP.
- Respond to all inquiries in-house or field.
- Site Administration, Security, Recruitment and Material Management.
- Planning & budgeting the administration expenses and working towards minimizing the operational expenses / cost
- Implementation of Security Procedures in Circle at Site.
- Travel Planning (Boarding and Lodging) for staff.

Since Jan'14 to January 2019

ATS Infrastructure Ltd, Gurgaon as Admin Officer

Roles and Responsibilities

- Upkeep & maintenance of Site Office, Labour Hutment & Guest Houses, any Complaint received to be sorted out with in 48 Hrs.
- Ensuring availability of adequate lighting, water, telecommunication, email, fax, computers etc.
- Transport Management for employees to commute to & fro from site offices.
- Availability of Hygienic & quality food for employee and guest
- Setting up & effective management of all Site Offices, Guest Houses & Labour Colonies across all sites.
- Event Management at Sites. Like safety training, How to keep scrap material at site with Safety team.
- Stationary, Printing, Xerox & other ancillary admin support management.
- Lease/ contract renewals & Liaisoning With Govt Bodies like HUDA, Electricity Department & Labour Department
- Able to get support from all these bodies at the time of need.
- Payroll Management (checking of Salary sheets & Full and Final settlement)
- Timely availability of transport facilities to guest/employees & liaisoning with Govt Authorities like HUDA, Electricity Deptt, Labour Department.

Since Sep'11 to Dec. 13

HDFC Bank, Ajmer as Assistant Manager (Operations)

Roles and Responsibilities

- Checking of Account Opening forms for Current, Saving & Term Deposits Accounts of Individual, Institutes & corporate Clients.
- Overseeing branch operational activities like cash & non-cash transactions, customer service, customer deliverable management, locker handling & ATM cash management, ATM Reconciliation.
- Preparing & Presenting Various Weekly/Monthly MIS Reports pertaining to Process & Productivity, ensure branch Audit & compliance.
- Maintenance of statutory timings, discipline, cleanliness of the center (as per the guidelines) and compliance on 5S for better realization.
- Cross sell various financial products to the prospective customers like LI, GI, MF asset products to generate revenue.

Accomplishments

- Received certificate of Appreciation & Excellence from Cluster-Head & Zonal Head for qualifying LI contest.
- Received Trophy & Certificate for qualifying LI ka King & SB Marathon by BBH-Branch Banking Head.

Feb'09 to Jul'11 AXIS Bank, Agra as Business Development Executive

Roles and Responsibilities

- Responsible for achieving monthly value base targets assigned by Branch Manager

Accomplishments

- Pivotal in developing revenue by cross selling various financial products viz. Mutual Funds, General Insurance and Life Insurance)
- Recipient of Certificate of Excellence from Zonal Head (Axis Bank-North Zone) for qualifying Prestigious President Club Contest thrice in a row

Jul'07 to Feb'09 Tata AIG Life Insurance Co. Ltd., Delhi as Financial Consultant

Roles and Responsibilities

- Managed the sales of products of Life Insurance and increased organizational profitability

EDUCATION

- MBA (Marketing & Finance) from U.P. Technical University in 2007
- M.A. from Kanpur University in 2005
- B.A. from Allahabad University in 2003

CERTIFICATION

- NCFM/AMFI Certification

PERSONAL DETAILS

Date of Birth : 31st October 1983
Address : 86/7, Mahabiran Lane, Mutthiganj, Allahabad- 211003
Languages Known : Hindi and English