Kiran Takatrao

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**Executive Summary**

A dynamic and result-oriented professional with total experience of 15 + years of extensive experience in General Administration & Facilities Management.

* Self-motivated, goal driven, highly ethical & an articulate communicator with excellent team building & interpersonal skills striving for continual improvement of service levels.
* A Great motivator and team person with strong analytical, problem solving & organizational abilities.
* Strong planning and decision making skills
* Strong negotiation and relationship management skills
* Conceptual knowledge of all administration processes

**CORE COMPETENCIES**

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| * **General Administration**
 | * **Employee Relationship**
 | * **Facilities Management**
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| * **Security Operations**
 | * **Vendor Management**
 | * **Telecommunication Operation**
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| * **MIS Management**
* **HVAV, Electrical & Safety Management**
 | * **AMCs & General Insurance**
* **Corporate Housekeeping**
* **SAP Operation**
 | * **BMS**
* **Project Management**
* **Admin Budgeting**
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**Professional Experience**

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| **Mar’16-Till Date** |  **Lloyds Metal & Energy Ltd., Mumbai** | **Asst. Manager Administration** |

**Company Brief**

Lloyds Metals and Energy Limited. (LMEL),a unit of Lloyds group  is in the manufacturing of Direct Reduced Iron(DRI which is well known as Sponge Iron) had initially set up its first 500 tpd kiln with the rated capacity of1,50,000 tpa by opting OSIL-Technology in the year 1994-95

**Key Contributions**

* Successfully Executed New Office Setup right from inception to Execution
* Managing Corporate Housekeeping in Corporate Office & Directors Residence
* Managing Head office Mobile Connections & Billing
* Managing Vehicles Repairs & Maintenance and Insurance Renewals
* Managing Corporate Credit Card Billing
* Authorizing applications for subscription, transfer & cancellation of Mobile / Phone lines.
* Successfully Executed office stationery, Electrical, HVAC & other Office equipment’s & Asset
* Pest Control ( HO & MD Resident )
* Conducing energy & safety audit
* Successfully Executed New Joiners Formalities right from seating arrangement ,ID Card, Access Card Mobile & Stationery, ensure availability of office stationary and design and implement processes for bulk printing
* Successfully Handle Fixture & Furniture
* Successfully Handle Repairs & Maintenance of Carpentry & Plumbing Work
* Strong Vender Management and Negotiation skills to cost control through negotiation.
* Processing various insurance policies of employees & company GM, GPA , WC,TI, and Vehicle Insurance,
* Coordinating with TPA for immediate settlement of claims received from employees
* Ensuring optimum availability of office stationery, Electrical, HVAC, & other office equipment’s.
* Responsible for maintaining the Employees First Aid Kit
* Finalizing contracts & Annual Maintenance contracts.
* Preparing and Supervise Preventive Maintenance the Annual Maintenance Contracts; Air conditioners, water purifiers, photocopy machines, water coolers, pest control, Housekeeping services, Canteen Expenses, Safety equipments, UPS Supervising establishment as well as maintenance of office buildings
* Managing a team of House Keeping Assistance to deliver a clean and hygienic work atmosphere.
* Managing Car Parking Arrangement Office Premises
* Planning, Scheduling and Execution of periodical maintenance of company assets.
* Budgeting Administrative Expenses
* Preparing various MIS reports & presenting them before the management.
* Cost Saving concepts Telecom. Stationery & Electricity Equipments
* Corporate Deals Fire & Safety/ Mobile Company/ Printing & Stationery / Insurance Company’s Venders. Ensure that housekeeping processes are efficiently managed. As and when required, select appropriate vendors and oversee contractual negotiations, performance etc.
* Manage performance of the administration team, housekeeping team, office assistance support capability building and ensure that individual / team morale and motivation is positive
* Ensure maintenance of office premises, furniture and office equipment (eg. Fax machines, photocopiers) and upkeep of utility connections (eg. Telephone, water and electricity etc)
* Implement initiatives to make administrative process more efficient from time to time
* Sanction unplanned administrative expenses from time to time
* Ensure that facilities and services functions as well as other administrative processes are well coordinated to maximize efficiency
* Developing & maintaining working relationship with govt. bodies like, BMC, TMC, NMMC, MTNL, & Various Insurance Companies
* Guiding subordinate staff & Jr. Staff for effective admin support.
* Assist in order in Administrative related matter as required by the management.
* Establishing smooth system thereby ensuring maximum admin support to internal customers.

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| **Jun’10- Mar’16**  |  **Pratibha Industries Ltd., Mumbai** | **Sr. Officer -Administration** |

**Company Brief**

(A Well known Multifunctional Infrastructure, Design, Engineering, Construction Company)

**Key Contributions**

* Successfully Handle BMS System (Building Management System),
* Successfully Executed World Class New Office Setup right from inception to Execution
* Managing Corporate Security System – Company & Contract.
* Managing Corporate Housekeeping Corporate Office & MD Residence
* Successfully Handle Head office & Site Office more than 2000 Mobile Connections & Billing

Executed office stationery, Electrical, HVAC & other Office equipment’s & Asset

* Pest Control ( HO & MD Resident )
* Successfully Executed testing & commissioning of Electrical / Safety Equipment’s
* Conducing energy & safety audit
* Supervise Preventive Maintenance for Electrical, AHU,UPS,PAC AC and Safety System
* Managing New Joiners Formalities right from seating arrangement ,ID Card, Access Card Mobile & Stationery
* Successfully Handle Fixture & Furniture
* Processing various insurance policies of employees & company GM, GPA , WC,TI, and Vehicle Insurance,
* Ensuring optimum availability of office stationery, Electrical, HVAC, & other office equipment’s.
* Responsible for maintaining the Employees First Aid Kit; Getting the In House ID Cards & Access Card.
* Preparing the Annual Maintenance Contracts; Supervising establishment as well as maintenance of office buildings.
* Supervising vender’s Payment.
* Canteen Administration activities
* Employee welfare activities administration
* Superintending Facility to Guest House, Company property
* Managing Repairs & Maintenance of Carpentry & Plumbing Work
* SAP Entries –PR/GRN
* Car Parking Arrangement Office Premises
* Developing & maintaining working relationship with govt. bodies like, BMC, TMC, NMMC, MTNL, & Various Insurance Companies
* Preparing various MIS reports & presenting them before the management.
* Budgeting Administrative Expenses
* Corporate Deals HVAC / Fire & Safety/ Mobile Company/ Printing & Stationery / Insurance Company’s Venders.
* Guiding subordinate staff & Jr. Staff for effective admin support.
* Ensuring effective cost control system through negotiation.
* Assist in order in Administrative related matter as required by the management.
* Establishing smooth system thereby ensuring maximum admin support to internal customers.

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| **Dec’07 –Jun’10**  | **Emerson Network Power (I) Pvt. Ltd., Thane** | **Administration Executive** |

**Company Brief**

**(A Well-known Heavy Machinery & Industrial UPS Manufacturing Company)**

***Key Deliverables***

* Successfully handle various insurance policies of employees & company GM, GPA, WC, TI, and Vehicle Insurance.
* Coordinating with TPA for immediate settlement of claims received from employees
* Steering work encompassing canteen management, costing & budgeting for food expenses
* Overseeing admin function like transport, security, canteen, housekeeping, gardening, processing of bills, facility management, vendor & Govt. bodies & pest control.
* Managing procurement of office stationery & assets.
* Conducting negotiations entailing service level of vendors & third parties thereby ensuring optimum cost to company especially for employees related Insurance.
* Managing Repairs & Maintenance of Carpentry & Plumbing Work
* Employee welfare activities administration
* Preparing & maintaining various MIS reports & present before management.

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| **Sep’04 -Dec’07** | **eSols worldwide Ltd., Mumbai**  | **Administration Assistant** |

**Company Brief**

**( Kanoria Group A well-known Cement Manufacturing Company- eSols is Overseas Education department of Kanoria Group)**

***Key Deliverables***

* Devising effective administrative policies for the company.
* Initiating optimum system thereby ensuing in-time admin support to the internal customers.
* Overseeing activities entailing Security, Canteen, Transportation, Facilities Management, and Annual Maintenance Contracts.
* Responsible for establishment & maintenance of office buildings.
* Preparing the visa structure as per students & visitor; completing the procedure of VISA.
* Successfully Managing travel arrangement entailing Ticketing, Passport, Visa, Car Hiring & Foreign Exchange.

**ACADEMIAC CREDENTIONAL**

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| **Year**  | **Course** | **Institute** | **Percentage** |
| **2010** | **Bachelor of Commence** | **Annamalai University** | **52** |
| **2013** | **Post-Graduation Diploma In Business Administration** | **Sikkim Manipal University** | **50** |
| **2016** | **Post-Graduation Diploma In HR and Administration** | **Tata Institute of Social Sciences** | **65** |

 **IT SKILL SET**

* Successfully completed:
	+ Diploma in Computer Operating & Application in 2005.
	+ MS-CIT from Govt. of Maharashtra in 2005.
* Gained expertise in MS Office.

**PERSONAL VITAE**

**Date of Birth:** 01St Aug 1983

**Address:** Phoenix Co. op Hsg Society A-103, Plot No.64 Sector 20 Kharghar Navi Mumbai -410210