



MEENAKSHI KAUSHIK

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Senior Professional – Senior Manager Administration

*Versatile & high energy professional aiming for General Manager / Assist General Manager level assignments in **Facility Management/Project Management / Purchase** with an organization of high repute in IT industry*

- Offering rich business acumen & record of flawless service & achievements across a diverse range of functions

PROFILE SUMMARY

- A competent professional with nearly 16 years of experience in:

~ Facility Management	~ Procurement	~ Custom Clearance	~ MIS Reporting
~ Project Management	~ Vendor Management	~ Travel Management	~ Budgeting
~ Vendor Contract Management	~ Certification Work	~ Govt Lesioning	~ Event Management
~ STPI / SEZ Operations	~ SLAs, SOPs & Agreement		

EDUCATION QUALIFICATIONS

- MBA (HR) from Symbiosis Distance Learning, Pune in 2014
- Bachelor of Arts from Kamala Nehru College, Delhi University in 1995

Other Credentials:

- 3 Months Course in Computer Applications from NIET in 1996
- 3 Months Certificate Course of Travel & Tourism from Kamala Nehru College in 1995

ORGANISATIONAL EXPERIENCE

Sep'17- Oct'19 TAK Technologies Pvt. Ltd., Delhi as Senior Manager – Administration



Job Responsibilities

- **General Administration:** Facility management of Delhi and Noida offices. Space of 30000sqft in Delhi and 50000sqft in Noida. Leading a team of 4 member. Looked after 80-100 employees
- **Certifications & Registrations:** Certification work applying and timely renewal such as Factory License, Industrial License, ISO Certifications, Trademark, DGFT, Water, Air, Fire Pollution Certificate, CE Certification, Channel Partner Permission, DIPP, NSIC registration etc.
- **Leasing / Agreement**
- **Project Management**
- **Travel Management**
- **Event Management & Employee Engagement**
- **Budget:** Budgeting Capex and Opex making, approval from management and keeping track of the expense.
- **Procurement:** Vendor Identification, RFPs, Negotiations, Vendor Contract Management, Vendor Score Cards, Yearly, Procurement Budgeting & Variance Analysis, risk mitigation, Cost Optimization.

Achievements

- Tendering for new site.
- On boarding of Architect / Project Management team.
- Smooth shifting in 3 days.
- Successful certification of the company credit scoring.

Apr'10-Sep'15

MediaTek India, Noida as Manager - Administration



Job Responsibilities

- **General Administration:** Facility management of Delhi and Bangalore offices. Space of 67500 sqft in Delhi and 68000sqft in Bangalore. Leading a team of 3+3 member, plus 2 travel desk respectively at Noida & Bangalore. Looked after 300-500 employees

Achievements

- Merit of receiving appreciation from the company for successful shifting to new facility.

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- **Purchase Management & Budget:** Vendor Identification, RFPs, Negotiations, Vendor Contract Management, Vendor Score Cards, Yearly, Procurement Budgeting & Variance Analysis, risk mitigation, Cost Optimization etc.
- **Budget:** OPEX & CAPEX for the year; keeping a track of expense.
- Auditing: Assisting in all the internal and external company audits, all related to admin function, purchase, asset, travel, medical insurance etc.
- **Legal and Vendor Management:** Ensuring satisfactory service delivery to all vendors through *contract management & AMC* and voice of the customer management processes. Supervising complete vendor process including verification & certification of bills.
- **Group Medical Insurance and Asset Insurance:** Taking care of the annual renewal of the asset insurance and the employee health & accidental insurances.
- **Custom Clearance:** Managing the *Custom Clearance Process* of the existing equipment's and the new purchase with help of agent and maintaining the relevant files for bonding, de-bonding of the premises.
- **Maintenance of Electronic Equipment's Data Centre::** *Data Centers* and related infrastructure like UPS, PAC etc. maintenance, services calls, maintaining issue reports. All office equipment like Photocopy Machines, Access Cards, CCTV, etc. Serving as key member of the Company's Crisis Response & Information Security Management Team
- **Team Development**
- Imparting training to associates on Soft Skills & Emotional Intelligence
- Formulating & implementing policies for ongoing governance of administration function
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- Setting up of Data Centre infra-structure in Noida and Bangalore [UPS, PAC, FAS, WLD etc.]
- Managed a budget size of Rs. 67 crores for the office running & maintained 100crores for the new office set up.
- Setup shield room purchase and installation within time frame of 1.5 month
- Completed TQC project on electricity saving and achieved 11.5% saving goal (set target was 10%) within in 6 months
- Efficiently completion of new office & data center for 4 projects:
 - Noida 29200 & 67500 sqft
 - Bangalore 5880 & 68000 sqft

Nov'08-Oct'09

Almoayed Group WLL, Bahrain as Sr. Administration Executive & Temporary Assistance to CEO



Job Responsibilities

- **General Administration:** Facility management of offices. Space of 10000 sqft & 4 Guest houses in Bahrain. Leading a team of 5 members, plus 21 drivers. Looked after 100 -120 employees
- **Travel Management:** Of the employees of Bahrain Office, Kenya Office, Abu Dhabi, Libya and Delhi office.
- **Agreement:** Ensuring timely renewal of agreements with operational vendors for the company & guesthouses.
- **Office Stationery:** procurement and maintenance of consumption record on monthly basis. Printing stationery for all the company's offices in Bahrain & other international offices (in Middle East) i.e. visiting card, letterheads, envelopes, etc.
- **Vendor Management:** Vendors for obtaining FOREX and travel insurance. Electricity office for timely receiving & clearance of all the bills Telephone landline (Batelco) for timely clearance of bills
- Govt Office Liaison: Government office of LMRA, Gosi, etc. for clearance of monthly bills on time.
- **Admin Coordinator work:** Served as Coordinator for client - Motorola and provided assistance in getting visa, CPR, Gosi, telephone bill payments, electricity bill payments, etc. and administration support on chargeable basis.

Achievements

- While auditing the calls record identified an international call being made frequently and subsequently the misuser
- Agreement with Travel Agents with company favoured terms.

PREVIOUS EXPERIENCE

Jul'04-Nov'08

Mentor Graphics – Noida as Senior Executive Operations

May'01-May'04

Network Programs, Noida as Administrative Executive

Feb'00-May'01

Bharti Telesoft Limited, Delhi & Gurgaon as Front Desk Executive