

VIJAY JUJAL

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Seeking assignments in the domain of Administration/ Office Infrastructure/Guesthouses Projects / Secretarial Functions with growth oriented organization.

PROFESSIONAL BRIEF

- A competent professional with over 9+ years of experience in the areas of Administration, Infrastructure Office Setup Projects and Operations.
- Presently working with Miniso Lifestyle Pvt Ltd as a “Admin Specialist” at Gurgaon Location, Managing corporate office.
- Experience in maintaining Office and Guest Houses, MIS, Budgeting, General Office correspondence compliances, Vendor Management, Office Operation Etc.
- Adept in laying down the plans and execution with proper integration among the sub-units in various vertical of the organization.
- Capable of developing and handling big teams, implementing & maintaining Business Policies, ensuring compliance and contributing towards development of Corporate Policies.
- Expertise in multitasking and achieving project and program objectives within targeted deadlines.
- Ability to blend in any working environment, Managing Corporate Office, regional office and company guest houses for different services of Administration along with FRRO Services & Business needs effectively.

CORE COMPETENCIES

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| <ul style="list-style-type: none">▪ Project Management▪ Project Planning▪ Lease negotiation▪ Vendor Negotiation▪ Vendor Management▪ Procurement▪ Facilities Management▪ Security▪ Team Management▪ Budgeting | <ul style="list-style-type: none">▪ Petty Cash Management▪ Asset Management▪ Branch Operations Management▪ Procedure & Policy Compliance▪ Statutory Activities Management▪ Budgets & Cost control Management▪ Negotiations & Finalization▪ Audit & Compliance▪ MIS Reports Review & Management▪ People Management |
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Key Skills

- Supervising administration related activities including housekeeping, infrastructure management, facilities planning, security & utilization of resources.
- Managing AMCs Pertaining to the upkeep of office equipment, ensuring compliance with the Service level agreement by the vendor.
- Coordinating with the vendors for Cab/Car booking for employees, Senior Management or guests as and when required.
- Monitor and ensure Company Vehicles Compliance documents are in place and timely service of vehicles.
- Ensuring all safety systems like fire alarm system, Access Control system, Biometric system, CCTV System, Smoke detector have 100% uptime.
- Cafeteria Operation/Kitchen Inspection/Food Testing/Menu Planning/Food Committee/Drinking Water Testing.
- Developing and negotiating with vendors, managing contracts for obtaining timely procurement of assets or consumables.
- Ensure Operations adhere to Office policies and regulations.
- Responsible for setting up infrastructure for new business setups (Guest Houses and offices) Premises sourcing and setup.
- Negotiations of rentals and terms as per company policies and standards.
- Coordinating with legal team for legal clearance of shortlisted premises.
- Liaise with landlords, Legal, HRD and Accounts to complete terms and conditions of lease.
- Inspection of Guest House before shifting to insure the work done as per agreed terms.
- Complete documentation for further process of Lease deed and after process Security Deposit and advance rental into landlord
- Recovery old security deposit from landlords of closed Guest Houses and Office.
- Ensuring timely payment of all the bills related to electricity, Maintenance, water and other supplies and facilities.
- Coordination with Account for Vendor bills payments.
- Vendors RFQ, RFP, PO, Quote Negotiation, Maintain Vendors database.
- Sourcing of vendors for procurement & AMC contracts for office equipment.
- Auditing Of Branch Office Assets of Entire north Zone & coordination with Auditors External / Internal.
- Coordinating & supervising with housekeeping & Security agencies to resolve query.
- Creating and maintaining Third Party employees data base and preparing their monthly attendance.
- Handling statutory compliance issue with third party contract agencies.
- Acting as single point of contact between the head office and our branch office with reference to anything pertaining to admin activities.
- Managing corporate events like Town Hall, Yearly party and conferences, including supervision of the necessary arrangements for the events.

- ➔ Negotiating with Travel Agents and Hotels on discounts offered for corporate tie-ups to facilitate employee or new recruits stay for training as per their entitlement. Checking bills before further processing.
- ➔ Issuing and Maintaining record of mobile COCP Services issued to employees, office lease line and fixed line.
- ➔ Taking care of FRRO services for employees and ensure timely renewals of employees stay Visa and update documents as and when required.
- ➔ Taking care of entire office infrastructure marking and coding of office assets before inventory.
- ➔ To make report of monthly admin expenses and share MIS report along with monthly budget provision & cost forecasting to HOD.
- ➔ Budgeting and streamlining all travel and hospitality process.
- ➔ Ability to manage complex and highly confidential information.

ORGANIZATION SCAN

MINISO LIFESTYLE PVT Ltd (MNC - Retail)	Dec 2019 – Working Till Date
Designation: Admin Specialist – Administration & Infrastructure	
Reporting to Administration & HR Head	
<u>Key Deliverables:</u>	
<ul style="list-style-type: none"> ➤ Vendor Management. ➤ Cost control of CAPAX and OPEX. ➤ Office and Guest House upkeeps, repair & Maintenance. ➤ Compliance and audits. ➤ Event management and travel arrangements. 	
Investors Clinic Infratech Private Ltd. (ICIPL – Real State)	Oct 2018 –Dec 2019
Designation: Sr. Executive – Administration & Infrastructure	
Reporting to Administration Head	
Coffee Day Global Private Ltd. (CCD-Coffee Chain Retail)	Nov 2014 - Oct 2018
Designation: Sr. Executive – North -Administration.	
Reporting to HR Head	
Tata Business Support Services Private Ltd (Tata-B.P.O)	Feb-2012 - Oct -2014
Designation: Executive – Facilities.	
Reporting to Facility Manager	

PROFESSIONAL ENHANCEMENT

- Advance Diploma in Computer Application from NCC ACADEMY.
- Fundamental of Computer MS-Dos, Windows 98/Windows Xp/ Windows 2003-10.
- MS-Office (Word, Excel, PowerPoint, Access) and Microsoft Outlook Express.
- Basic Knowledge of Computer Hardware.

ACADEMIC QUALIFICATION

- B.Sc. from Meerut University.
- H.S.C. from Uttarakhand Board.
- S.S.C. from Uttarakhand Board.

AWARD HONORS

- Received Different Certificate and Prizes in Event of Cultural Activities.
- Received Wow Reward for New cafeteria set up and admin support in 2012.
- Received WOW Reward for providing extended support in facility department in 2013.

HOBBIES

- To Make Friends & Interact With People.
- Playing Cricket & Listening Music

PERSONAL DOSSIER

Date of Birth : 03rd July 1986
 Language known : English and Hindi

DECLARATION

I do hereby declare that the information stated above is true to the best of my knowledge.

Place: -

Signature

Date:-