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FALCON ID # 52592

Hospitality / Maintenance Staff

Residential Country : India Nationality : India
Resume Title : Facility Management & Office Administration Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B.com	University Of Mumbai	1997	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Associate	Reputed Company	India	10/2010	/
Administrative Executive	Asmi Jewellery India Pvt. Ltd. Gitanjali Group	India	07/2009	09/2010
Team Member	Fidelity National Information System	India	08/2003	01/2009

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Enterprising professional leveraging 7 years of proven success in impacting organization profitability through Administrative Support, Facility Management, Operational Excellence and so on

Record of achievement in start-up, operational systems, processes and policies in support of organizations mission entailing information flow and organizational planning
Adaptable with a commendable path of professional development and recognition revamping processes, increasing efficiency and steering effort in developing & implementing comprehensive continuity of operations plan
Incisive leadership in with full responsibility of procurement and cost control at global locations
Results-driven professional with exceptional office administration capabilities; hard-working, motivational, and resourceful team leader with excellent organization, planning, analytical, and problem-solving skills

Additional Information :

Office Maintenance
Facility Management
Quality Management
Space Management/Seat allocation
Office Upkeep
Helpdesk Support
Employee Support
Utilities Management
Preventive Maintenance of Equipment & Infrastructure
Process Improvement
Vendor Management
Team Management
Liaison & Coordination
Audits
Capex