

# **Manoj Mahamuni**

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## **Objective:**

To take the organization to its peak by challenging my skills and abilities to the maximum utilization.

## **Personal Traits:**

- A Strong sense of responsibility and commitments towards assignments undertaken.
- Ability to create good coordinates and efficient cooperation among team members.

## **Professional Experience:**

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|------------------------|---|---------------------------------------|
| 1. <b>Organization</b> | : | Anchor Health & Beauty Care Pvt. Ltd. |
| <b>Designation</b>     | : | Manager – Admin & Facility.           |
| <b>Reporting to</b>    | : | <b>Directors</b>                      |
| <b>Period</b>          | : | 07/06/2010 to till date               |

- **Job profile:**

1. Ensure all building facilities adhere to proper safety standards and cleaning procedures
2. Adherence to maintenance schedules for various assets and monitoring of service providers
3. Maintain equipment and building provisions to meet health and safety requirements
4. Supervise facilities staff and communicate with external contractors and vendors
5. Tracking of utility bills and expenses around housekeeping, power, internet etc. Plan audits for site hygiene, fire & safety, sanitation, canteen cleanliness and publish, document reports on regular basis.
6. Ensure complete documentation / work instructions of all Admin related processes and policies and alignment with applicable regulations / internal guidelines
7. Maintaining vendor database for effective and efficient vendor management and adherence to AML/CTF requirements
8. Ensuring administrative expenses are within budget, vetting the expenses and analyzing the reasons for changes over prior months
9. Plan and coordinate administrative procedures and systems and devise ways to streamline processes
10. Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
11. Scheduled maintenance activities (monthly / quarterly / yearly) like Pest Control, Tea- Coffee machine, Water purifier, Xerox, AC, Fax Machine, & Carpet Shampooing.
12. Total inventory management.
13. Making PO in SAP system (release the PO, Migo, Miro)
14. Monitoring security services including man and material movement / security rosters/monthly attendance checking etc.

**Organization** : Citadel Architectural Solution Pvt. Ltd.  
**Designation** : HR & Admin. Exe.  
**Reporting to** : HR Head  
**Period** : 04/05/06 to 04/06/2010. (4years, 2months)

**Job profile** :

1. Handling entire Administration department.
2. Event Management arrangement for various events like Business Conference, Sales & Channel meetings and monthly employee get-together.
3. Scheduled maintenance activities (monthly / quarterly / yearly) like Pest Control, Tea- Coffee machine, Water purifier, Xerox, AC, Fax Machine, & Carpet Shampooing.
4. Total inventory management.
5. Taking care of AMC contract, payments of Vendors and managing complete operations of Pantry and canteen stocks.
6. Supervision of housekeeping activities e.g. cleaning functions, monitoring of electrician, supervisor plumber etc.
7. Allocate required Stationary.
8. Interacting with consultant for PF. PT. & ESIC

**Organization** : Kiah Technologies Pvt. Ltd.  
**Designation** : Admin. Executive  
**Reporting to** : HR and admin Manager  
**Period** : 01/05/2002 to 30/06/2004 (2Year 1 Month)  
**Job profile** :

1. Handling entire Administration department.
2. Making Visa & Travel bookings
3. Supervision of housekeeping activities e.g. cleaning functions, monitoring of electrician, supervisor etc.
4. Keep records of attendance & leaves of all employees.
5. Allocate required Stationary.
6. Handling filing and keeping records.

### **Educational Qualification**

- B.Sc. with (Physics & Mathematics) Major Subjects in 2006.
- Proficiency in Hardware (Diploma in Hardware & Netware),MS-Dos, WIN 95/98/2000/ XP, C++, Fox-Pro, BASIC, MS-Office, MS CIT.

### **Personal Qualification:**

Date of Birth : 9<sup>th</sup> May 1984  
Marital Status : Married.  
Languages Known : English, Hindi, and Marathi.  
Hobbies : Listening music, Reading & Traveling.