



**Ankit Kumar**

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**Professional Preface: -**

A result driven professional with experienced office management and administration professional experienced optimizing productivity and service quality. Works effectively with cross-functional teams in ensuring operational and service excellence and currently associated as Executive – Administration and Physical Security with Sunwoda Electronic India Pvt Ltd and having more than 7 years of experience, and strong technical and time management skills.

**Job Profile: -**

- ❖ Ambiance Management.
- ❖ Plant/Premises security management.
- ❖ General & Administrative Function.
- ❖ Assisting HR in maintaining discipline at work place.
- ❖ Administrative inventory management.
- ❖ Statutory compliance related to administrative function.
- ❖ Dealt with labor employment and resolved all labor issues.
- ❖ Handling building maintenance.
- ❖ Raising office requirement OA request.
- ❖ Housekeeping management.
- ❖ Canteen/Cafeteria management.
- ❖ Training and skills monitoring of security and housekeeping staff.
- ❖ Access control management.
- ❖ Bill processing.
- ❖ EHS inspection & safety audit and as well as 7s improvement/space management.
- ❖ Security management like compliance related and customer audit observations.
- ❖ CCTV monitoring to ensure safety and security of personal, building, assets, product, and customer.
- ❖ Convenience/Transportation Management.
- ❖ Guest house /Township Management.
- ❖ Working with Finance team to ensure vendors payment are released on time.
- ❖ Allotment and maintenance of conference hall and as per requirement.
- ❖ Carried out scrap management to clear storage and maintenance of hygiene.
- ❖ Regular interaction with employees.
- ❖ Managing the month end reporting for Administration and facility.
- ❖ Shift In & Out Management.
- ❖ Any other duties assigned from time to time.

**Office & Building Management: -**

- ❖ Annual Budgeting, Vendor selection, Vendor Evaluation & Performance monitoring.
- ❖ SOP formulation, WO, Contracts, PO, Billing & Payment management.
- ❖ HVAC operation & maintenance management, Creation of AMC for System & operation.
- ❖ Allocating and managing space within building - Space management.
- ❖ Postage stamp, Courier management Domestic/International, office reception & Visitor management.

**Upkeep/Facility Management: -**

- ❖ Manage, monitor, and work closely with outsourced agencies & employee (Housekeeping, Security, Technical etc.) to improve effectiveness and ensure the achievement of service objective and compliance.
- ❖ Implementation of necessary health and safety measures by service providers for operations and maintenance job on site.
- ❖ Upkeep of equipment, procurement of material, waste collection and disposal.
- ❖ Maintenance of landscaping, facade, parking, and other building and complex common area.
- ❖ Pantry, crockery, cutlery, water, tea & coffee material arrangement & management.

**Canteen/Cafeteria/Kitchen Management: -**

- ❖ Organize kitchen as per the food and safety standards act, license & registration for kitchen.
- ❖ Utensils, crockery, and cutlery arrangement/procurement.
- ❖ Monthly medical of kitchen and service staff, weekly menu preparation & finalization.
- ❖ Budget & MIS preparation, Ensure compliance of agency staff.

**Travel and Transport Management: -**

- ❖ Developing strategic policies and programs for corporate travel.
- ❖ Overseeing all travel arrangement (air, lodgings etc.) and operations.
- ❖ Visa processing and ticketing, managing credit card programs and charges.
- ❖ Budget preparation, Creation of SOP, and procedures
- ❖ Direct activities related to dispatching routing and tracking transportation vehicles, such as aircraft & cars.

**Govt Police, Fire team Liaison and compliance management: -**

- ❖ Handle day-to-day operations in coordination with the concerned individuals of the depths.
- ❖ Collaborate and communicate successfully with other entities outside of the business.
- ❖ Develop and foster relationship with the community, stakeholder, and other entities.
- ❖ Collect, analyze, and utilize data & feedback to identify opportunities to improve the business.
- ❖ Develop and oversee the control systems to proactively prevent incidents facilitating meeting and collaboration between people, agencies, and organizations.
- ❖ Prepare reports for senior management and external regulatory bodies as appropriate.

**Loss Prevention Security & Risk Management: -**

- ❖ Maintain all kinds of security documentation to ensure the security and safety of the organization.
- ❖ Collaborate with law enforcement to investigate and solve external theft or fraud cases.
- ❖ Verify correct use and maintenance of physical security system, such as closed - circuit television, merchandise tags, and burglar alarms.
- ❖ Coordinate or conduct internal investigations of problems such as employee theft and violations of corporate.

### **Employment Scan: -**

**Company- Sunwoda Electronic India Pvt Ltd**

Designation – Executive – Administration

Duration- October 2020 to till date

Location - Sector 63 Noida (UP)

**Project:** - One of the leading enterprises in the new energy industry after more than 20 years of development, Sunwoda has become a world leader in lithium-ion battery industry, and applies itself to providing environment-friendly, fast, and efficient new energy integration solution services.

In the development of Sunwoda for more than 20 years, Sunwoda has always maintained the spirit of "hard work, self-improvement, pioneering and enterprising" under the leadership of founder Mr. Wang Mingwang and chairman Mr. Wang Wei. Sunwoda demonstrated the firmness and unity as always, and finally formed the unique culture of "customer success, self-criticism, honesty first, passionate struggle, team work". Sunwoda has created a people-oriented cultural atmosphere, not only giving full care to employees in life, but also giving employees sufficient help and support in their work.

### **Employment Scan: -**

**Company- One Town Engineering Pvt Ltd**

Designation- Senior Executive – HR & Admin

Duration- May 2019 to September 2020

Location - Sector 63 Noida UP

**Project:** - One Town Engineering Private Limited is an Indian audio electronics Production company. Their primary products are Earphones, Bluetooth Earbuds, and associated electronics.

### **Employment Scan: -**

**Company- DPJ-DRA Tollways Pvt Ltd**

Designation- Executive – HR & Admin

Duration- March 2017 to April 2019

Location - Sagar MP

**Project:** - Operation and maintenance of Lalitpur-Sagar-Lakhnadon from km 99.005 to km 415.089 Section of NH-26 on OMT basis in the states of Uttar Pradesh and Madhya Pradesh. D.P Jain & Co Infrastructure Pvt Ltd is one of the leading Infrastructure Company in central India gradually growing Since 1974 in the field of infrastructure development pertaining to the sector of Highway aviation, irrigation, power etc.

### **Skills & Interests: -**

- ❖ Training and development
- ❖ Organizational Development
- ❖ Calendar management
- ❖ Leadership skill
- ❖ Attention to detail

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**Scholastics**

MBA Master of Business Administration (Marketing & Human Resource Management)Uttarakhand  
Technical University, Dehradun in 2014  
BBA- Bachelor of Business Administration (Marketing & Human Resource Management)H  
N B Garhwal University, Srinagar in 2011

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**Personal Dossier**

Date of Birth- 25<sup>th</sup> September 1990  
Address  
Vill-Bindu Kharak  
Post-Bhalaswagaj  
Distt- Haridwar  
(U.K)Pin Code-  
247668  
Linguistic Abilities- Hindi & English

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I hereby declare that the above furnished information is true to the best of my knowledge and my belief.

**Date-** 16-June-2024

**Ankit Kumar**

**Place** — Roorkee