




Shweta Parab
Administration Manager

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Nationality - Indian / D.O.B - 14 Nov 1988

Age – 32 Years



PROFILE & OBJECTIVE

PROFILE – Skillful and dedicated with extensive experience in **Administration Manager**.

My experience includes over 15 years of strong management experience in reputed companies with challenging roles. I have been able to advance my career through demonstrated initiative and the ability to work effectively.

OBJECTIVE – To work in a prestigious organization where I can utilize my skills and knowledge, thus giving myself an opportunity to learn and grow. To work in a challenging work environment that plus practical use of My Skills and ideas. Seeking a challenging position in a stimulating environment where I can grow along with the organization with great responsibility and where my skills and talent could be utilized to the most.



SUMMARY

- Graduate with 9 years' experience in Management & Operation.
- Administration & Managing the local operations.
- Customer Relationship.
- Organizing, managing databases.
- Report generation.
- Easy in adopting project management techniques & implementation of control procedures.



EDUCATION

Bachelor of Commerce (Year 2008)

Higher Secondary School (Year 2005)

Secondary School Certificate (Year 2003)



SKILLS

- Project Management.
- Scheduling, Planning, Leadership and the ability to 'make things happen'.
- Organizational skills & Attention to detail.
- Administrative writing and reporting skills.
- MS Office well-versed with various Microsoft Office products.
- Good interpersonal & Time Management skills.



SUMMARY OF EXPERIENCE

Organization Name	Position	Location	Year
Esjaypee mercantile global pvt ltd	Hr- Administration Manager	Kopar Khairane	Dec 2021 –Till date
Beyond Square feet Advisory	Administration Manager	Powai/Mumbai	Nov 2014 – May 2020
Runwal Group	Executive – Operations	Mumbai / India	Feb 2012 – Nov 2014
Pioneer Property Zone Services (ICS Realty Group)	Executive – Operations	Mumbai / India	Jul 2011 – Feb 2012
Pantaloons Retail (India) Ltd	C S D, CASHIER	Mumbai / India	Feb 2009 –July-2011
Domino's Pizza India Pvt. Ltd	Assistant Store Manager	Mumbai / India	Jan-2005 –Feb 2009

Company : Esjaypee mercantile global pvt ltd (Dec 2021– till date)
Designation : Hr -Administration Manager
Location : Kopar Khairane

Job Responsibilities :

- Supervising day-to-day operations of the administrative department & staff members.
- Providing support of the following duties and responsibilities, for the employed company and its sister concern of individual companies as well.
- Maintaining confidentiality of sensitive and confidential information. Manage and oversee all maintenance and repair activities in the factory, pertaining to the administrative role.
- Generate and update all policies and compliances of the management and the company, and to maintain proper renewal system and records management.
- Formulate a record management system, catering to the current needs of the hour for organization skills on the office floor.
- Office supply management, which includes monitoring, negotiating, purchasing and renewal of office supply and contracts, in accordance with the budgetary plan for this department.
- Canteen management, checking and making sure availability of facilities and supplies for the management, staff and other team members.
- Coordinate the purchase of supplies, equipment and forms, and approve invoices
- Innovate, Create and Implement an atmosphere of fun and encouragement; identify ways in which administrative employees can better serve the company and clients.
- Arrange, Organize and supervise other office activities (renovations, event planning, mass recruitment drive, etc.)
- **Security Department** Regular work audit of Security department, monitoring performance of Security Guards of the factory, and maintaining their job rotation, and approving leaves.
- **Housekeeping Department** Fully responsible for Hiring Housekeeping vendor / team and monitoring their performance, and maintaining cleanliness on factory premises. Following proper Checklist systems.
- **Labourers** Coordinating with Contractors and monitoring all kinds of activities related to loaders like Hiring of Loaders, work distribution, ensuring their performance, monitoring their attendance, referral policy, solving their problems, and all other activities as well.
- Coordinate with landlords of all factories to handle issues related to agreements.
- Share daily productivity reports with management.

- Daily factory visits in the morning
- Provide Training related to equipment's functioning and handling, if someone is facing issues while working on the spot training for factory safety and maintenance related machinery.
- Maintaining appropriate usage/utility records for gen-sets, compressors, vehicles, and new joining manpower reports.
- Provide General Awareness to all employees related to new schemes of the company its referral policy, incentive, or any other.
- Maintenance of fire extinguisher and all safety measure equipment.
- Assuming additional responsibilities as and when required in the absence of any other team member..
- General Preventive and precautionary audit of equipment
- Solving all kinds of issues related to manpower, electricity, Sanitary, and Infrastructure.
- Handling Garbage matters, vendor dealing & rates negotiation.
- Act as an office manager by keeping up with office supply inventory
- Assist with event planning, including working with vendors and event coordinators.
- Mailing Department, filing, sorting, and distributing mail.
- Receive and interact with incoming visitors; and resolve their problems quickly, efficiently, and courteously.
- Making sure, the means or modes of communications between departments are effective and smooth.
- Review job advertisements prior to posting, screen CVs, conduct telephone screenings, coordinate interview teams, and participate in interviewing candidates.
- Coordinate with the Finance Manager in the preparation of monthly Payroll. Monitoring day to day needs of the management, accounts, production, marketing and other department members to enable smooth flow of their operations.
- Supervise all travel and hotel arrangements for staff and visitors, including visas and work permits as applicable.
- Initiate, coordinate, and enforce systems, policies, and procedures.
- Recruit, hire, orient and train new administrative employees; design employee schedules and fill in as necessary for absent administrative employees.
- Maintain Employee File for future records.
- Schedule meetings and appointments of the Chairman & CEO
- Handling correspondence through e-mails; Drafting Letters; Taking dictations
- Keeping a note of things to do Preparing Minutes of the meeting
- Taking care of the management Personal requirements documentation and details.
- Creating MIS Reports for the Chairman and Management, by computing data from various departments.

- Innovate, Create & Implement - new and better working environment and structure for the management and employees.

Company : Beyond square feet Advisory (Nov 2014 – May 2021)
Designation : Administration Manager
Location : Powai / Mumbai

Job Responsibilities :

- Supervising day-to-day operations of the administrative department & staff members.
- Ensure all admin functions are seamlessly aligned to Company business objectives.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Attending meetings with senior management.
- Dealing with correspondence, complaints and queries.
- Preparing letters, presentations and reports
- Collecting, organizing, and storing information using computers and filing systems.
- Petty cash handling, Facilities management.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Ensure the systems and processes are constantly aligned to company policies.
- Develop staff relation & communication plan including social & professional activities.
- Providing an efficient secretarial and administrative support to the Manager and employees of the Department.
- Assist in managing contract administration and negotiations.
- Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- Answer and respond to customer services requests and inquiries.
- Monitor Monthly Attendance Management.
- Ensuring documentation is archived as per the agreed procedures.
- Daily / Weekly / Monthly reports.

Company : Runwal Group (Feb 2012 – Nov 2014)
Designation : Executive – Operations

Location : R City Mall / Mumbai

Job Responsibilities :

- Support Operations Manager to ensure effective operation and maintenance.
- Coordinate operation programs and execute maintenance / replacement works to ensure a safe environment as well as performing at optimum level.
- External / Internal Customer Queries.
- Provide information to customers about the Centre.
- Coordinating with Tenants for Facility, Administrative & Operational Issues.
- Responsible for Overall operational activities:
- Complaints of Tenants,
- Operational Updating report,
- Housekeeping,
- Security issues / Lost & Found / Weapon Declaration.
- Information Desk.
- Event Management.
- Promotions & Shooting in Mall - Permission Letter.
- Ensure smooth and adequate flow of information within the company to facilitate other business operations.
- Daily / Weekly / Monthly reports.

Company : Pioneer Property Zone Services (Jul 2011 – Feb 2012)

Designation : Executive – Operations

Location : R City Mall / Mumbai

Job Responsibilities :

- Support Operations Manager to ensure effective operation and maintenance.
- Manage office and existing team and coordinate office works for a transaction
- External / Internal Customer Queries.
- Provide information to customers about the Centre.
- Coordinating with Tenants for Facility, Administrative & Operational Issues.
- Responsible for Overall operational activities:
- Complaints of Tenants,
- Operational Updating report,
- Conduct Audit.
- Maintenance of Common Areas & Housekeeping,
- Providing PPT on Critical Issues.
- Security issues / Lost & Found / Weapon Declaration.
- Information Desk / Event Management.
- Customers Satisfaction Index.
- Promotions & Shooting in Mall - Permission Letter.
- Ensure smooth and adequate flow of information within the company to facilitate other business operations.
- Daily / Weekly / Monthly reports.

Company : Pantaloons Retail (India) Limited (Feb 2009 –July-2011)
Designation : C S D, CASHIER
Location : R City Mall / Mumbai

Job Responsibilities :

- Responsible for Overall operational activities:
- Collect cash and credit card payments from customers.
- Issue receipts to customers.
- Deal with returns and refunds as necessary.
- Maintain cash control over register drawer and verify amounts are correct.
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Resolve customer complaints, guide them and provide relevant information.
- Track transactions on balance sheets and report any discrepancies.
- Help with other tasks as needed including tracking inventory, Answer customer questions, accurately and efficiently.

Company : Domino's Pizza India Pvt. Ltd (Jan-2005 –Feb 2009)
Designation : Assistant Store Manager
Location : Chembur / Mumbai

Job Responsibilities :

- Maintain a professional appearance at all times in compliance within the Domino's Pizza Grooming Standards.
- Ensures that standards for quality, customer service, health and safety are met.
- Review staff performance and offer constructive feedback.
- Collaborate with team leads on setting and achieving team-specific goals.
- Inventory Control based on current trends, availability of new products and customer interest.
- Interact with customers and resolve complaints or grievances.
- Write sales and customer reports and make recommendations for improvements.
- Organize sales and product demonstrations.
- Operating the cash register and collecting payment from customers.
- Daily / Weekly / Monthly reports.

Extra Achievements

- Best Employee of Customer Service Desk.
- Best CASHIER in Sales period.
- Biggest Amount Bill Achievement in Sales period.
- “Rock star store” of the quarter and 5-star rating Store of the month under my supervision.

Languages Known - English, Hindi. Marathi