



TAUHID SHAFIQUE KHAN

Administration and Facility Operation

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Over all 15 years of comprehensive experience in Administrative and Facility operation which includes Infrastructure setup, Office management, Staff Management, Warehouse management, Vendor Management, Transport & Travel arrangement, Visa and Invitation, Facility Services, Security Management, Housekeeping management, Repair & Maintenance, AMC of HVAC, UPS, DG, Electrical Panel, Event Management, Team Building and Leadership.

Profile Summary:

- Working as Head Admin & Facility operation in current organisation and handling overall facility operation across the company. Managing facility operation across all WH, timely visit and assuring smooth operations with help of team and respective stake holders.
- As a multi-tasking leader with qualitative experience in formulating strategic plans and establishing entire operations with key focus on business support & timelines. Provide support and service to other team member to complete the task within the time frame. Assuring to complete the task under and assigned budget.
- Demonstrated excellence in executing the new office setup with required equipment, machinery, furniture, interiors, office maintenance equipment's, right from warranty to its operational run times.
- Expertise is downtime replacement planning of critical facility Equipment's like UPS, Server room, DG and HVAC.
- Result-oriented, self-driven leader and collaborator with proven aptitude to analyse, structure, negotiate, formulate / implement strategies and achieve operating goals while balancing risks.

: Organisational Experience:

From January 2014 to January 2022 with Firstcry.com (Brainbees Solution Pvt. Ltd)

Growth Path: Manager, Senior Manager, AGM Admin and Facility Operations.

Role: AGM Admin and Facility Operations.

Business Vertical: E-commerce Company (Specialised in Baby & Kids Products)

Responsibilities:

- Overall responsible for facility operation in across WH pan India and Offices. Working with Corporate office and handling the team mate responsible for their respective locations.
- Managing and maintaining AMC for equipment's like HVAC, UPS, DG, and Electrical panel fire hydrant timely with zero down time.
- Record keeping of reports and other documents e.g. lease and licenses of new office, Handover from landlord, timely utility payments and record, Renewal and registration ect.

- Obtaining necessary approval from the local authorities and Management for renewal of lease and license or new setup.
- Managing office assets location wise tagging and coding the office assets and landlord assets. Regularly repair and maintenance of office assets like work station chair, board room, meeting room, pantries and canteen area, washrooms refugee area ect to keep updated in terms of hygiene point of view.
- Managing vendors remotely for all requirements like security, HK, Stationary, Scrap, AMC and all. Identifying and finalizing them to on-board with proper negotiation.
- Responsible and authorising the Work order / Purchase Order, for any kind of work related to facility division. Authorising the vendor who meet our requirements with assigned budgets and quality work.
- Looking after all travel management which includes the required ticket any mode any sector, Stay arrangement, VISA and overseas travel assistance. Cab and EBT for WH employees.
- Responsible for Annual meets for internal as well as external team. Event management as per requirement. Team meetings and vendor meetings remotely. Conferences and training management for other departments as per their requirements.
- Verifying the Reimbursement and claim settlement as per company policy and processing in account department for settlements.
- Vendor invoicing process, verifying with approved rate and charges, Other compliances and Gov. taxes GST, PF ESI payment and settlements as per TAT assigned
- Scrap Management and resale of damages goods by appointing vendors location wise. Verifying the rate and capabilities, and longboarding them with proper VRF process.
- Canteen Facility across the WH with the help of shortlisting the vendors locally. Surprise visit in kitchen area for hygiene expects.

Project Handel for Fristcry.com

- Setup a new office in June 2014 of 39000SQF in Pune with all infrastructures setup in time limit.
- Setup & Rearrangement a new office in June 2015 of 84000SQF in Pune with all infrastructure included Data, Voice, Electricity, AC, Civil, & Cafeteria, Parking, Fire safety, DG backup and UPS.
- Shifting & Setup of Entire Office of 950 Employee without hampering the working Hrs.
- Setup of new branch office in Mumbai mid of pandemic and completed the work.

From December 2010 to December 2013 in Cartel India Logistics

Role: Manager Administration and Facility

Business Vertical: Logistics and Cargo service.

Responsibilities:

- The positions are to maintain a well-disciplined healthy department of the company by utilizing maximum business development opportunities, minimizing the operational cost, increasing the profitability and customer satisfaction.
- As a part of Admin division I am looking for all warehouse management, vehicle management and staff management.
- Setup of new branch office with proper furniture, electrical fittings, internet etc.
- Handling all vendor agreements and new office agreement, any kinds on notary work.
- Coordinating with local bodies for LL, Compliance Mgt with government officials. Connection on electricity, setup of internet and telephone connection.
- Regularly checking of all office equipment including AC and Electrical, Generator backup, Vehicles, Weight Gage, Water Purifier etc.
- To motivate the team for good performance and healthy work environment
- Performance appraisals of administrative staff and manage all administration related activities and tasks.

- Monitored staff activity for performance and efficiency and Implemented new communication methods
- Training, planning and monitoring of existing program and staff.
- Supervised and monitored staff activity, working conditions and consolidate administration related reports
- Handled complex administration tasks and manage all complicated duties of organization.
- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.

Project Handel:-

- Setup new branches in Wagholi with all infrastructure and facility.
- New office setup in Bhopal and Indore with proper Government licensing.
- All Facility arrangement like, Power, Internet, Power backup, ect.

From October 2006 to October 2010 in Al Safer Centre LLC

Role: Sr. Executive Administration and Facility

Business Vertical: Multiplex and Entertainment Centre

Responsibilities:

- Administration, facility management, security and safety.
- Regular checking of housekeeping work.
- Maintaining neat and clean of canteen premises and cinema halls by providing fresh air System, pest control, first aid kit.
- Access control and documentation of all staff related work.
- General maintenance and repair related work of ACs, Gen set backups, fire alarms, smoke detectors, telephone etc.
- Settlement of annual leave, payments, Ticket arrangement of all administrative staff.

Key Achievements:

- Acted as a Contingent Sergeant (lead) in the State level competition for Republic Day Camp representing Pune Air Wing NCC.
- Achieved Republic Day Camp held in Delhi 2002 and best cadet certificate.
- Achieved best student award from Poona College in the year 2002

Personal Details:

- Education: Graduated (B-Com) from Pune University
- Marital Status: Married.
- Language: Hindi, English, Urdu.
- Current Location: Based out in Pune with permanent Address.

Declaration:

I hereby declare that all the statements made in this resume are true, complete and correct to the best of my knowledge and belief.