

Kuldeep Singh Bisht

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Current Add - Baghel Nivas, Gali Num-10, Raja Puri,Near Aakash Hospital ,Delhi-110075

Professional Summary

Dedicated Administrative Executive with over 5 years of experience in office management ,project coordination and executive support . proven track record of streamlining office operations,implementing efficient processes, and supporting executive teams to achieve organizational goals. Skilled in managing multiple tasks with precision , handling confidential information with discretion ,and fostering positive working relationships with colleagues and stakeholders. Strong communication ,leadership, and problem-solving abilities combined with a commitment to delivering high - quality results.Seeking to leverage my expertise and contribute to the success of a dynamic organization.

Work Experience

JMC projects (I) ltd. | Greater Noida, Uttar-Pradesh India

ADMIN EXECUTIVE

May.2017 - Oct 2020

- Assist construction project managers to estimate and adhere to proper budgets, create projectschedules, and communicate project updates.
- Direct subcontractor, vendor, and supplier process by assembling bid packages including scope ofwork, bidding process, and needed construction documents.
- Maintain accurate work logs of construction activities, job information sheets, and project team rosters.
- Oversee construction contract administration and submitting log processes to ensure that the contractdocument requirements are met throughout the construction experience.
- Enforce quality control process measures that ensure compliance with contracts, building, and code regulations
- Perform cash management, payroll, and billing tasks - prepare invoices, subcontracts, change orders,work orders, purchase orders, and punch lists etc.
- Assemble the closeout package including maintenance agreements, equipment information,warranties, and contractor contact information etc.
- Assisting the Project Executives and Managers to problem solve subcontractor invoices issues.Managing all incoming vendor and subcontractor invoices for Project Managers to approve.
- Managed office supply inventory, coordinating replenishment and optimizing stock levels.

SAAOL | DELHI DELHI India

ADMIN EXECUTIVE

Feb.2021 - Sep.2023

- Oversee the day-to-day operations of the clinic's administrative office.
- Manage office supplies, equipment, and facilities to ensure a conducive work environment
- Coordinate and manage patient appointment schedules.
- Ensure efficient use of clinical resources and minimize appointment conflicts.
- Maintain and organize patient records, ensuring accuracy and confidentiality.
- Assist in the implementation and management of electronic health record (EHR) systems.
- Act as a liaison between different departments within the clinical chain.
- Facilitate communication between administrative staff, medical professionals, and patients.
- Assist in billing processes, including insurance claims and patient billing.
- Monitor and manage financial transactions, ensuring accuracy and compliance.
- Stay updated on healthcare regulations and ensure the clinic's adherence to them.
- Assist in the development and implementation of policies and procedures
- Provide excellent customer service to patients, addressing inquiries and concerns.
- Handle patient feedback and work towards improving the overall patient experience.
- Provide administrative support to clinical staff, including physicians and nurses.
- Assist in recruitment processes and employee on boarding.
- Manage and track inventory of medical supplies and equipment.
- Coordinate with suppliers to ensure timely replenishment of stock.
- Work on the integration of technology solutions for efficient administrative processes.
- Collaborate with IT personnel to address technical issues and implement improvements.
- Develop and implement emergency response plans in coordination with relevant departments.
- Ensure staff are trained on emergency procedures.
- Implement quality assurance measures to enhance the efficiency and effectiveness of administrative processes.

YUGAL AIRCONDITIONERS -DELHI

Oct-2023 TO PRESENT

Admin Executive / Project Sales Coordinator

Administrative Support

- **Office Management:** Oversee daily office operations, ensuring a smooth workflow.
- **Documentation:** Maintain and organize company records, including contracts, invoices, and service reports.

Communication

- **Coordination:** Serve as a point of contact between various departments (sales, service, finance) and external partners.
- **Customer Interaction:** Handle inquiries, complaints, and service requests from customers, ensuring a high level of customer service.

Scheduling and Planning

- **Appointment Management:** Schedule service appointments, installations, and meetings for technical staff.
- **Inventory Management:** Track inventory levels of air conditioning units and parts, coordinating with suppliers for timely restocking.

Financial Tasks

- **Billing and Invoicing:** Prepare and process invoices for services rendered, ensuring timely payments.
- **Budget Tracking:** Assist in monitoring expenses and preparing budget reports for management.

Reporting and Analysis

- **Data Management:** Maintain databases for customer information, service history, and sales reports.
- **Performance Reporting:** Generate regular reports on team performance, customer satisfaction, and operational efficiency.

Compliance and Safety

- **Regulatory Compliance:** Ensure that company operations adhere to local regulations and safety standards.
- **Policy Implementation:** Assist in implementing company policies and procedures related to administrative functions.

Team Support

- **Training Coordination:** Help organize training sessions for new employees and ongoing staff development.
- **Event Coordination:** Assist in organizing company events, meetings, and team-building activities

Education-

- **10+2 - G.I.C BHAKUNA**
Uttrakhand Board
2012 - 2014
- **HIMALAYAN UNIVERSITY | DELHI DELHI India**
PERAMEDICAL , DIPLOMA
- **J S UNIVERSITY , SHIKOHABAD, UP. | SHIKOHABAD UP India**
Bachelors in business Administration, BBA
Aug.2014 - Jul.2017

Skills

- **MS OFFICE, POWER POINT ,MS WORD , OUT LOOK, MS EXCEL**
 - **CALENDER MANAGEMENT + OFFICE MANAGEMENT**
 - **TIME MANAGEMENT**
 - **TECHNOLOGY DRIVEN**
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Languages

HINDI
ENGLISH