Aamir

9058905741 aamir.official120@gmail.com Current: Greater Noida, UP 244901 | Permanent: Rampur, UP

in https://shorturl.at/HBDcB

Cover Letter

Dear Hiring Manager,

I am writing in response to your advertised position for an Administration opration manager within your organization.

As a highly competent Administration opration manager I bring a resourcefulness, flexibility a strong work ethic and to this role In my previous role, I maintained a highly functional office environment and provide crucial administrative support within a fast-paced company.

I possess strong problem-solving capabilities, thrive when working independently, and excel in managing multiple ongoing projects with minimal oversight.

My ability to respond promptly to requests from colleagues and clients showcases my dedication to efficiency.

I am skilled at prioritizing tasks, ensuring the seamless progress of various projects moreover.

I am adept at handling correspondence, reporting, and documents with efficiency and accuracy, contributing to the creation of reports and documents that align with business needs.

My experience extends to efficiently managing day-to-day activities and coordinating travel arrangements for professionals.

As a self-starter, excel in inventory management, meeting support, and event planning.

My proficiency with Microsoft Word and Excel, coupled with adaptability to new programs, positions me as a versatile contributor to your team.

I am eager to leverage my past experience as an administrative assistant to provide effective administrative support and organizational excellence to your firm.

Enclosed with this letter are my resume and references. I would appreciate the opportunity to discuss the position and your specific needs in greater detail.

Please feel free to contact me at your earliest convenience.

Thank you for your time and consideration.

Sincerely, Aamir



Aamir

9058905741 aamir.official120@gmail.com Current: Greater Noida, UP 244901 | Permanent: Rampur, UP

in https://shorturl.at/HBDcB

OBJECTIVE

Accomplished Administration Operations Manager with extensive experience in vendor management, Travel management, facility management, and comprehensive administrative operations. I excel at optimizing office workflows, coordinating travel logistics, and overseeing facility maintenance to ensure smooth and efficient operations. With a keen eye for detail and a strategic approach to problem-solving, I am dedicated to enhancing operational efficiency and supporting the growth of a forward-thinking organization through effective resource management and leadership in administrative functions.

EXPERIENCE

November -2021 -Present

Operation Manager (Administration) Sunstone private limited Job Responsibilities:

- Administered daily office expenses, ensuring adherence to safety and security protocols.
- Responsible for student documentation and various administrative tasks.
- Submitted the monthly report for campus management to the director.
- Travel arrangements for director reservation flight and hotels.
- Prepared the students' registration data and managed documents.
- Prepared Excel records and managed data.

Administration Coordination:

- Scheduled classes according to timetables and blocked students calendars.
- Managed and block calander for staff and students.
- Connected with the bank to provide education loans to students and facilitated.
- Connected with various departments for smooth operations.

Administrative Excellence:

- Oversaw petty cash and efficiently managed office pantry operations.
- Managed stationary and printer supplies, overseeing print papers and office equipment.
- Supervised housekeeping labour to maintain a smooth and efficient environment.
- Arranged transportation as needed for students & staff.
- Prepared and monitored invoices, facilitated travel arrangements, and managed reservations.
- Prepared budgets and maintained daily expense control.
- Scheduled and coordinated appointments while overseeing various administrative activities.

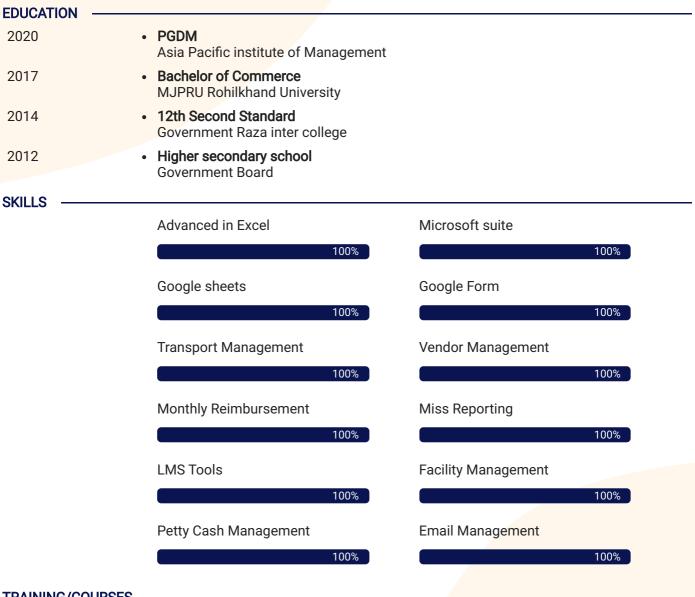
Vendor Management:

Prepared monthly expense reports for reimbursement submission.

- Executed basic office functions such as form completion, vendor management, and bill payments.
- Managed vendor relationships and logistics supply.
- Conducted data analytics and ensured effective data management.

Facilities Maintenance:

- Managed facility-related tasks, handling expenses for office equipment, bills, and internet services.
- Coordinated with technicians for maintenance, including AC repair, fans, lights, smart TVs, and other electronic equipment, projectors etc.



TRAINING/COURSES

Advanced Excel Google sheets Google Form

STRENGTH

Continuous Learner

Proactively seek opportunities for personal and professional growth, always eager to acquire new skills and knowledge.

Flexibility & Adaptability

Navigate diverse work scenarios with ease, adapting quickly to changes and contributing positively to evolving environments.

Active listening

Possess strong active listening skills, ensuring clear understanding of instructions and fostering

effective communication within teams.

Dedication

Committed and dedicated to achieving goals, consistently delivering high-quality results with a strong work ethic.

• Time Management

Efficiently manage time and priorities, optimizing productivity and ensuring timely completion of tasks.

PASSIONS

- Learning and growing
- Motivational
- · Career oriented

ACHIEVEMENTS & AWARDS -

Performance Award (Bring Data Management)

INTREST

 Internet Research Listening Music

LANGUAGES

- English
- Hindi

PERSONAL DETAILS

Marital Status : SingleGender : Male

Place : Greater Noida

REFERENCE

• Sudhir Kumar - Sunstone private limited

Senior Manager opration Sudhir.kumar@sunstone.in

· Fayaz - Bond interiors design Ilc

HR

Fayaz@bondinterior.com

DECLARATION

 All information in this resume is true and correct to the best of my knowledge and belief.