


# Aamir

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Current: Greater Noida, UP 244901 | Permanent: Rampur, UP

 <https://shorturl.at/HBDcB>

## Cover Letter

*Dear Hiring Manager,*

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

*As a highly competent Administration operation 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*




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## OBJECTIVE

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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

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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.

## EDUCATION

2020	<ul style="list-style-type: none"> <li>• <b>PGDM</b> Asia Pacific institute of Management</li> </ul>
2017	<ul style="list-style-type: none"> <li>• <b>Bachelor of Commerce</b> MJPRU Rohilkhand University</li> </ul>
2014	<ul style="list-style-type: none"> <li>• <b>12th Second Standard</b> Government Raza inter college</li> </ul>
2012	<ul style="list-style-type: none"> <li>• <b>Higher secondary school</b> Government Board</li> </ul>

## SKILLS

Advanced in Excel	Microsoft suite
100%	100%
Google sheets	Google Form
100%	100%
Transport Management	Vendor Management
100%	100%
Monthly Reimbursement	Miss Reporting
100%	100%
LMS Tools	Facility Management
100%	100%
Petty Cash Management	Email Management
100%	100%

## 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

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- Learning and growing
- Motivational
- Career oriented

## ACHIEVEMENTS & AWARDS

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- Performance Award ( Bring Data Management )

## INTREST

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- Internet Research  
Listening Music

## LANGUAGES

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- English
- Hindi

## PERSONAL DETAILS

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- Marital Status : Single
- Gender : Male
- Place : Greater Noida

## REFERENCE

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- **Sudhir Kumar - Sunstone private limited**  
Senior Manager opration  
Sudhir.kumar@sunstone.in
- **Fayaz - Bond interiors design llc**  
HR  
Fayaz@bondinterior.com

## DECLARATION

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