

## TARUN JAIN

VALLABH VIHAR

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### OBJECTIVE

Knowledgeable Administration Officer with remarkable skills in organizing, communicating and problem-solving. Well-versed in records maintenance and schedule management with expertise in delegating tasks to optimize office team performance. Flexible and adaptable to changing priorities.

### SKILLS

Office Administration	Office Supervision	HR Support	Recruiting and Interviewing
Travel Coordination	Inventory Management	Attendance Software	Personnel Records Maintenance
Vendor Negotiations	Task Delegation	Documentation and Reporting	

### WORK EXPERIENCE

□ Asst. Manager – Administration & Operations, HR – **Talbros Gardx Performance Products Pvt. Ltd.**

**(16-Jan-17 – 29-Feb-2024).**

- Managed all aspects of office administration and supported HR functions, ensuring smooth operational processes within the Talbros Gardx division.
- From May 2019, took on additional responsibilities for Plant HR and Administration at the Talbros Sealing Materials division, managing HR operations and administrative tasks.
- Provided operational support to Kilta Coffee between February 2021 and May 2021, assisting with roasting and grinding of coffee beans, as well as labeling, packaging, and managing Shopify to process online coffee orders.
- Managed sales platforms such as Amazon, Flipkart, Paytm, and Snapdeal, generating sales invoices, proforma invoices, purchase orders, and e-way bills.
- Effectively managed and resolved customer inquiries and complaints for Amazon, Flipkart, and Paytm via chat and phone support, delivering prompt and satisfactory solutions while maintaining high customer service standards.
- Actively participated in product demonstrations with the sales team to boost product visibility.
- Played a key role in developing and modifying company policies, ensuring they align with organizational objectives.
- Led welfare and recreational initiatives to foster a positive work environment and enhance employee productivity.
- Prepared MIS reports and presentations to provide valuable insights to senior management.
- Facilitated new employee onboarding by managing joining formalities, collecting necessary documents, and setting up attendance systems.
- Acted as a liaison between staff and senior management, ensuring effective communication and resolution of issues.
- Provided guidance and leadership to junior staff, delegating tasks to enhance productivity and meet organizational goals.
- Effectively resolved team conflicts and participated in the recruitment process by interviewing candidates and contributing to hiring decisions.

□ **Sr. Executive –Administration & Operations – Nippon Steel & Sumitomo Metal India Pvt. Ltd.**  
**(10-Dec-15 – 13-Jan-17).**

- Processed and verified all bills and invoices related to office expenses and residential needs of Japanese staff, ensuring timely payments.
- Monitored and verified overtime, conveyance, and parking records for drivers and support staff hired through third-party agencies on a monthly basis.
- Assisted senior management in clearing Japanese food and other shipments as needed.
- Coordinated with branches, vendors, and landlords to ensure smooth operations and resolve any issues.
- Acted as a departmental backup, providing support to staff in various administrative functions.
- Assisted in the preparation of MIS reports and presentations to provide actionable insights to senior management.
- Optimized the use of company vehicles to minimize the cost of hiring external cars.
- Coordinated interviews by scheduling and calling candidates after shortlisting their profiles.
- Managed office records and ensured proper storage of documents in the archive.
- Handled all incoming and outgoing letters, documents, and parcels efficiently.
- Managed vendor relations, including vendor selection, preparing techno-commercial comparative statements, and facilitating negotiation meetings.

□ **Sr. Officer –Admin & HR - Feedback Infra Pvt. Ltd. (24-Nov-14 – 09-Dec-15).**

- Coordinated candidate interviews by scheduling calls and meetings after shortlisting profiles and arranging negotiation discussions following technical round clearances.
- Maintained and organized office records, ensuring proper storage and easy retrieval of documents.
- Assisted senior management in the preparation of MIS reports and presentations to support decision-making processes.
- Managed phone calls, coordinated bookings for conference and meeting rooms, and ensured smooth scheduling of office activities.
- Handled all incoming and outgoing correspondence, including letters, documents, and parcels.
- Facilitated communication and coordination between departments and project sites.
- Processed bills, invoices, and imprest, ensuring accuracy and timely payment.
- Procured office and site-related goods, including stationery, safety items, and supplies, while monitoring inventory.
- Managed vendor relations, including selection, preparation of techno-commercial comparative statements, and organizing negotiation meetings.
- Coordinated travel arrangements, including booking air/train tickets, guest houses, and hotels, and ensured approvals were obtained for all travel and accommodation requirements.

□ **Jr. Executive, Admin Dept. – Lanco Anpara Power Limited (01-Mar-14 – 21-Nov-14).**

- Maintained office records and ensured proper storage and organization for efficient retrieval.
- Optimized the use of company pool cars to minimize the need for hired vehicles, reducing overall transportation costs.
- Managed phone communications and coordinated bookings for conference and meeting rooms to support office operations.
- Handled all incoming and outgoing letters, documents, and parcels efficiently.

- Coordinated activities between departments and project sites to ensure smooth communication and operations.
- Processed and verified all bills and invoices, ensuring timely payments.
- Procured office supplies, including stationery and snacks, while managing inventory levels.
- Managed vendor relations, including vendor selection and rate negotiations, to optimize purchasing efficiency.
- Organized travel arrangements, including booking air/train tickets, guest houses, and hotels, and ensured all bookings received the necessary approvals.

□ **Admin Coordinator – Mitsubishi Corporation India Pvt. Ltd. (01-Sep-2010 – 29-Nov-2013) on direct rolls.**

**(07-Aug-2008 – 31-Aug-2010 deputed through Chaque Jour Outsourcing, (3<sup>rd</sup> party vendor) to Mitsubishi).**

- Processed and verified bills and invoices for the Admin, HR, IT, and Legal departments, ensuring accuracy and timely payment through SAP (Accounting Software).
- Managed records of all payments received from the accounts department and ensured delivery to the respective teams.
- Monitored and verified overtime, conveyance, and parking for drivers and support staff hired through third-party agencies, submitting monthly attendance to their employers.
- Handled procurement and inventory management of office supplies, including stationery and maintenance items.
- Assisted senior management in clearing Japanese food shipments and other imports as required.
- Coordinated with branches, vendors, and landlords to facilitate smooth operations.
- Served as a departmental backup, supporting staff in various administrative functions.
- Assisted in the preparation of MIS reports and presentations for senior management review.
- Managed the company's exclusive Car Database, which tracked vehicle usage, fuel consumption, servicing, new car purchases, sales of old vehicles, and accidents. This data was used to prepare quarterly MIS reports detailing usage and expenses by users and departments.
- Optimized the use of company vehicles to minimize reliance on hired cars, reducing transportation costs.
- Maintained detailed records of vehicle allocations, servicing, and usage.
- Processed payments for car insurance renewals and ensured timely servicing by coordinating with fixed vendors.
- Reviewed and processed car servicing bills to maintain cost control and ensure vendor compliance.

□ **Administration Coordinator - TUV SUD South Asia Pvt. Ltd. (01-June-2007 – 23-Aug-2008)**

- Prepared quotations based on project details provided by the Project Manager, ensuring accuracy and timely submission.
- Issued certificates as per Managing Director's instructions, following internal protocols.
- Monitored and maintained attendance records received from project sites, including Project Managers and Inspectors.
- Collected invoice details from the Project Manager and coordinated with the Accounts Department to issue final invoices, forwarding them to clients for payment clearance.
- Facilitated communication and coordination between Project Managers, Engineers, Accounts, and HR departments to support various administrative functions.
- Maintained records of payments received from the Accounts Department and ensured timely delivery to the respective stakeholders.

## □ Computer Teacher - NICT (06-March-2006 – 30-April-2007)

1. Developed and implemented lesson plans that engaged students with interactive activities.
2. Reviewed assignments submitted by students and provided feedback on areas where improvement was needed.
3. Assisted students with troubleshooting technical issues related to hardware or software usage.
4. Provided instruction on the basics of computer hardware and software to students in a classroom setting.

## □ EDUCATIONAL QUALIFICATIONS

- **MBA in HRM** from **Sikkim Manipal University** in 2013.
- **B.A (Pass)** from Delhi University in 2007.
- **DOEACC 'O' Level** from DOEACC Society in 2006.
- Office Assistant Course from Bhartiya Vidya Bhawan in 2004.
- Account Assistant Course from Bhartiya Vidya Bhawan in 2004.
- Class XII<sup>th</sup> CBSE Board from Mukherjee Memorial Sr. Sec. School, Delhi in 2004.
- Class X<sup>th</sup> CBSE Board from Mukherjee Memorial Sr. Sec. School, Delhi in 2002.

## □ PERSONAL DETAILS

Marital Status	:	Married
Date of Birth	:	02-Feb-1986
Sex	:	Male
Nationality	:	Indian
Hobbies	:	Playing & watching Cricket, Badminton, Martial Arts and Physical Fitness.

## □ BRIEF PROFILE

Work Experience	:	+16 Year(s)
Current Annual Salary	:	INR 6.60 Lac(s) + Incentives
Notice Period	:	Immediately

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