

JUNAID SIDDIQUI

G-113, HIG Flat, Sector-11, Pratap Vihar, Ghaziabad- 201001.

Mob: 9871677078 Email: junaid67@gmail.com

Profile Snapshot: An Administration **professional** experience with a proven track record. Handling projects directly, managing the different work assigned, presently working as Executive Assistant-Administration.

Soft Skills: Negotiation, Material supply solutions, Supply chain, Tender / Estimating, Vendor Identification, Project management, Supplier relationship management, Contract management.

Interested in positions of: Administration-Purchase

Career Profile

Administration officer in the office of Shri Salman khurshid (Ex-Foreign Minister), with strong interpersonal and organizational skills with a keen ability to multitask a variety of challenges & responsibility, New Delhi: Jan 2015 to till date.

- Office administration.
- All call handling which is applicable for my scope.
- Issue a letter to for medical facilities for Peoples.
- Handling Local Purchase for office use materials.
- Co-ordinate with local vendors and suppliers for effective supply of goods.
- Follow up with accounts team for making a cheque.
- Maintain all vehicles expenditure like fuel, Insurance and Maintenance etc.
- Co-ordinate with all entire team for smooth operations.
- Handling all Administration facilities for like office shifting, machinery maintenance etc.
- Co-ordinate with all juniors for executes the right work for right time.
- Travel arrangement like ticketing, hotel reservation and visa process etc.
- Followup with the clients and fix the time for meeting.
- Co-ordinate with all government bodies regarding help for constituency peoples.
- Event organise like party, book-launch and other Festival celebration.

PARWAZ BUILDERS & SUPPLIERS- Sr. Executive- Administration, with strong interpersonal and organizational skills with a keen ability to multitask a variety of challenges & responsibility, Ghaziabad: October 2013 to Jan 2015.

- Controlling the purchase and supply of all procured items & services.
- Benchmarking performance of the supply chain.
- Establishing terms, pricing, quality requirements, delivery and contracts.
- Maintaining Insurance of Vehicles of the company.
- Opening account of new employee in bank (submission of all the documents, filling of forms etc)
- Maintain complete record of Employees
- Employee safety, welfare, wellness & health reporting
- Employee Hiring and Termination Documents
- Coordinating with HO & Accounts Department.
- Provide support to Managing directors, Department Managers.
- Maintain Domestic/international travel arrangements and special events
- Processing bills & proposal finalizing, finalizing AMC, Vendor negotiation & finalizing
- Office administration and corporate relationship management
- Handle Correspondence related to proposals, other admin related work.
- Managing monthly advertisement work.
- Planning of departmental meetings, special events and office moves

Noida International University,(Administration Executive) Greater Noida: May 2013-September 2013 with

- Negotiating price and terms of products with suppliers.
- Administering the online purchasing systems.
- Other spends categories include: Marketing, HR, Transportation, and Maintainenece.
- Office administration
- Administration with Civil Purchase department
- Co-ordination between the H.O. and branch offices
- Organizing appointments and meetings of Director

- Maintaining records of supplier contracts, agreements, goods ordered received.
- Purchase Order Management
- Indenting for day to day office consumables
- Handling Supplier queries related to orders, payments.
- Liaising for timely delivery of orders and payment follow ups
- Assisting in organizing activities related to customer relationship management
- Preparing & processing requisitions, purchase orders & invoices for purchases.
- Aligning interviews for fresh candidates.
- Negotiating quotes with vendors & suppliers.

MIS Reports Prepared

- Daily Labor Report
- Weekly expenses for labor
- Salary For Civil Staff

Satvik Logistics Pvt Ltd (Sister Concern of Rathi Industries Ltd) Operations Executive G.B Nagar: June 2011-May 2013 with

- Office administration
- Giving sourcing input to colleagues to aid business planning & development.
- Managing, developing & improving the purchasing team.
- Co-Ordination with various Department Like as Accounts, Productions & Sales.
- Reviewing all contracts/agreements to achieve best price/quality purchase.
- Maintain Proper Records Of the Suppliers.
- Adhering to all company policies with particular regard to accounting procedure.
- Handling Files And paper work of the Departments.
- Follow-up with the suppliers and dealers for smooth operations.
- Managing vendor relationships and building effective supply chain partnerships.
- Daily Follow-up with the Site Supervisors And Contractor.
- Making recommendations & advising senior management on all purchasing.
- Internet marketing for searching a new vendors for fulfill our requirement.
- Meeting arrangement with the suppliers as per the availability.

MIS Reports Prepared

- Proper records of vendors
- Make a sales Tax return

Jaypee Greens (CRM-Executive) Greater Noida : Nov 2009-Mar 2011 with

- Attend all the calls of the customers.
- Handling all queries of the customers like Inventory availability, Demand Generation, Payment Status.
- Arrange site visit for the visitors.
- Send a proposal to the customers as per the requirement.
- Maintain proper records of the callers.
- Outbound call for the site visitors.

MIS Reports Prepared

- CRM Software
- Record of customer in Excel-sheet

Education

Academic

10 th CBSE	2003	J.K.G Senior Secondary School
12 th CBSE	2005	J.K.G Senior Secondary School
BBA CCS, Meerut	2008	IPEM College Ghaziabad

Skills & Proficiencies

- Good Knowledge of MS-Office, Windows XP,2000 and Internet Technologies
- Planning & Scheduling
- Written Skills
- Interdepartmental coordination

- Purchasing

Personal Hobbies

- Interacting with New People
- Playing games
- Listening music
- Internet Surfing

Personal Details

Fathers' Name : M.Siddiqui
Mothers' Name : Mrs.Shama Parveen
Date of Birth : 28-06-1987
Marital Status : Unmarried
Nationality : Indian
Language Known : Hindi, English & Urdu
Alternate Number : +918860753743

Date.....
Place.....

JUNAID SIDDIQUI