



Tarun Sambhvani

ADMIN MANAGER
OPERATIONS MANAGER

Details

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NATIONALITY
Indian

Core Competencies

Administration
Facilities
Housekeeping
Hospitality
Procurement
Operations
Warehouse management
Customer support
Branch Setup & Infrastructure
MIS & Database
Supply chain
Cost containment & control
Training & coaching

Skills

Advanced in MS Excel
MIS & Database Management
Highly technical expertise
Proficient in MS Office
Proficient in all Operating systems
ChatGPT & AI tools user
SQL (Beginner)
Power BI (Beginner)
Python (Beginner)
Adaptable to CRM software

Strengths

Effective communication
Embraces challenges
Strong interpersonal skills
Adaptable
Detail oriented
Creative problem solver
Critical thinking.

Profile

Administration, Facilities, Procurement, Operations, MIS and Back Office expert leveraging 18 years of experience. Administrative professional with great organizational, technical, supportive and communication abilities. A high-impact communicator who effectively presents and conveys information to clients, team members, and top-tier executives through written and spoken communication. Has a proven track record of successfully translating business vision into Administration initiatives that add value and improve performance.

Employment History

Unit Admin Manager-General Administration-AU Small Finance Bank Limited. (Formerly Fincare Small Finance Bank Limited) Ahmedabad

OCT 2017-AUG 2024

- Support in setting up branches identifying vendors and managing procurement.
- Asset issuance to new employees and manage the return process during resignations.
- Vendors' agreements, issuing POs, and ensuring timely delivery of materials.
- Inward and outward flow of couriers, ensuring efficient tracking and timely delivery.
- Maintain accurate databases for all processes ensuring accurate record-keeping.
- Coordinate with finance team for CAPEX, maintaining efficient budget utilization.
- Head office repair & maintenance, AMCs, petty cash, and facilities management.
- Hospitality arrangements, travel, ticketing, accommodation, and event coordination.
- All Documents archival and retrievals of bank at warehouse, loans, CASA, Vouchers.
- Liaise with 600 branches & regional heads for timely document submissions.
- Compile big size MIS reports and providing valuable insights.
- Provide leadership and guidance to a team of administrative professionals.
- Conduct training sessions to enhance team skills and streamline processes.

Regional Administration Manager-Reliance Securities Limited. Ahmedabad

SEP 2014-MAY 2017

- New branch setup from exploring locations to ready for handover.
- Hospitality management. Travels, Ticketing, Stay, Events.
- Housekeeping management.
- Maintained a comprehensive database for assets, procurement, and facilities.
- Liasoning and compliance management.
- Salaries and incentive process of all local employees.
- Petty cash management.
- Insurance policies forms scrutiny process, KYCs. Login, issuance, and claims.
- Office operations.
- Vendor's payment, Voucher, Stationeries, Marketing related materials handled.
- Asset issuance to new employees and manage the return process during resignations.
- Compile big size MIS reports and providing valuable insights.
- Provide leadership and guidance to a team of administrative professionals.
- Conduct training sessions to enhance team skills and streamline processes.
- Branch visits across India.

Languages

English

Hindi

Gujarati

Sindhi

German

Hobbies

Playing Cricket

Listening Music

Travelling

Swimming

General Manager-Corporate Suites-The Heritage Hotel. Ahmedabad

APR 2009-NOV 2013

- Handled sales of hotel rooms.
- Handled reception, housekeeping department and junior staff.
- Handed I.T. related queries.
- Handed store management.
- Guest relation. (Mostly Foreign Guests)
- Kitchen department and equipment management.
- Restaurant management.
- Handled Salaries, Vendor's payment, Voucher, Stationeries, Marketing materials.

Senior Administration Manager-India Infoline Limited. Ahmedabad

AUG 2005-MAR 2009

- Same job profile as mentioned in Reliance Securities Limited

Education

Bachelor of Arts, Gujarat University, Ahmedabad

JUNE2007—JUNE2010

Data Science Pro Program, Fingertips academy, Ahmedabad

SEP 2023— MAR 2024

Extra-curricular activities

Character Artist- Movies, Serials, Ads, Ahmedabad

NOV 2016—continue (Part time work)

Performed as a character artist in multiple Hindi, Gujarati Serial, movies, advertisements, and web series.

Projects & Achievements

- Successfully orchestrated end-to-end new branch setup projects at India Infoline and Reliance Securities, demonstrating proficiency in location scouting, project planning, And timely delivery of fully operational offices to business team.
- Played a pivotal role at AU Bank providing substantial backend support to the infra team, ensuring seamless procurement of assets for timely establishment of over 40 branches within a two-month timeframe.
- Executed a comprehensive project at AU Bank. Overseeing the collection of loan documents from approximately 150,000 customers across 400 branches. Skillfully organized and stored the documentation at a central warehouse within an impressive three-month period.
- Successfully completed software implementation of P2P software for procurement.
- Got multiple Star awards, Role Model awards, Excellence awards.

Certificates

<https://drive.google.com/drive/folders/1aPGWrJRVaoTUQAlecSQvh7mWcN3XAhRI?usp=sharing>