

# JAKIR HUSSAIN



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**Total Experience: 01 Year**

## Profile Summary

A quick learner seeking assignments in Administration and Facilities to learn and grow.

### Specialties:

Facilities Management | Housekeeping | Cafeteria Management | Employee Relations | Employee Engagement | Event Management | Project Management | Travel & Booking | Compliances | Parking Management |

## Professional Journey

**Pine Labs Private Limited - Noida**

**May 2023 - Present (01 years 00 Months)**

**Senior Lead Administration and Facilities**

<https://pinelabs.com/>

### Job Description:

Working as a Senior Lead Admin and part of Admin and Facilities team at Pine Labs Noida corporate office.

- o Responsible for housekeeping management defining and implementation of SOP and procedures.
- o Maintaining daily checklist and taking facility round.
- o Managing inventories and ordering for Office supply.
- o Cafeteria management and taking care of food quality and hygiene.
- o Managing and Supporting HR events and on-floor activities for employee engagement.
- o Responsible for Travel arrangements and management. Hotel and Flight bookings
- o Cab booking and arrangements for employees and events.
- o Managing Parking and allotments of parking space for employees and visitors.
- o Managing compliance and statutory for Third party staff and attendance management.
- o Vendor coordination and tracking of orders and supplies.
- o Taking care of company sports items and giving training to employees.

## Education

- o Bachelor Of Education (B.PE) from Rashtra Sant Tukituki Maharaj, Nagpur University (2017 - 2019)
- o Bachelor Of Physical Education (B.PEd) from Chandigarh University (2019 - 2021)
- o Postgraduate in Yoga from Chandigarh University (2021 - 2022)
- o High School from CBSE Board Delhi 2011
- o Intermediate School from CBSE Delhi 2013
- o Certification Course in Football from Sports Authority of India NSNIS Patiala Punjab 2016 - 2017

## Sports Achievement & Extra Curricular

- o Brown Medal, 36th National Games, 2023
- o Silver Medal, All India Senior National Rugby Championship in Patna, 2023
- o Gold Medal, All India Inter University Rugby Championship, 2021
- o Winner, Asian Qualifier Games Rugby Championship in Jakarta, Indonesia, 2019
- o Silver Medal, Inter Zonal National Rugby Championship at Amritsar, 2018
- o Silver Medal, Senior National Flag Football Championship Hyderabad, 2017-18
- o Gold Medal, 84th Rugby Championship in Kolkata, 2017
- o Silver Medal, Asia Pre Qualifier Olympic Rugby Championship Chennai, Tamil Nadu, 2016
- o Participant, 35th National Games Kerala, 2015
- o Participant, All India Inter 20 Rugby Championship in Bhubaneswar, Odisha, 2014
- o Plate Winner, All India Junior National Rugby Championship in Nagpur, 2014
- o Bronze Medals, Inter Journal Cricket Tournament, 2010
- o Gold Medal, Zonal Cricket Tournament, 2010
- o Wolf Rugby Club Delhi, head coach January 2022
- o Trained numerous players and prepared 8 players for national level competitions.

## Personal Details

Date of Birth: 24<sup>th</sup> June 1996 | Languages: English and Hindi | Current Location: New Delhi