

QASEEM HESAMUDDIN

OFFICE ADMINISTRATOR

Accomplished administrative professional with over 7 years of experience in driving operational excellence and management efficiency. Known for transforming daily operations into engines of growth through organized systems, workflow refinement, and adherence to high professional standards. A proactive self-starter with exceptional communication and leadership abilities, ready to bring precision, dedication, and strategic insight to support

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PROFILE SUMMARY

Accomplished and detail-oriented Administrative Officer with a robust background in office management, operations coordination, and process optimisation. Known for exceptional organisational and multitasking abilities, ensuring smooth and efficient operations across departments.

- Highly organized and efficient Administrative Officer with a strong background in managing office operations, budgeting, and process improvement.
- Skilled in optimising workflows, overseeing compliance, and ensuring seamless daily operations. Known for exceptional attention to detail, problem- solving abilities, and the ability to support high-performance teams through effective coordination and communication.
- Proven track record in cost control, vendor management, and enhancing administrative efficiencies to support organisational goals.

WORK EXPERIENCE

■ **Delhi Collage Design. Administrative Executive (July 2021- July 2024)**

Office Operations Management:
Directed daily administrative operations, including office scheduling, facilities management, and communication processes.

Budgeting and Financial Control:
Developed and managed the annual administrative budget, tracked expenditures, and implemented cost- saving strategies that reduced operating expenses by 20%.

Team Leadership and Development:
Recruited, trained, and supervised administrative staff, fostering a collaborative and productive team environment with a high level of employee satisfaction and low turnover rates.

Vendor and Contract Management:
Established and maintained relationships with vendors, negotiated favourable contracts, and ensured high- quality and cost-effective services for the organisation.

Process Optimisation:
Identified and streamlined processes, implementing automated systems that reduced manual workloads and improved data accuracy across departments.

Policy and Compliance Oversight:
Developed and enforced administrative policies and procedures, ensuring compliance with organisational standards and regulatory requirements.

Achievements:

- 1. Improved Operational Efficiency:** Introduced and implemented streamlined administrative processes, boosting team productivity by 25% and ensuring consistent workflow across all departments.
- 2. Budget Optimization and Cost Reduction**
Effectively managed departmental budgets, identifying cost-saving opportunities that reduced administrative expenses by 20% without compromising service quality.
- 3. Technology Integration**
Successfully integrated modern management software to automate routine administrative tasks, reducing manual errors by 30% an↓ proving data accuracy.

SOFT SKILLS

- Teamwork and Collaboration
- Time Management
- Communication Skills
- Interpersonal Skills
- Attention to Detail
- Stress Management
- Cultural Awareness
- Active Listening
- Negotiation Skills
- Conflict Resolution
- Customer Focus
- Positive Attitude on
- Collaborative
- Results-oriented
- Goal-focused
- Self-starter
- Strong communication abilities
- Strategic leadership
- Adaptable in multicultural environments

EDUCATION

- **B.Com** from Veer Bahadur Singh Purvanchal University, Uttar Pradesh, India.
- July 2010 - June 2013
- **M.Com** from Jamia Millia Islamia, Delhi, India.
- July, 2013 – June, 2015
- **Diploma in Tours and Travel Management** from Jamia Millia Islamia, Delhi, India.
- July, 2015 – July, 2016

PERSONAL DETAILS

Father Name : Hesamuddin
Visa Status: Visit Visa (till 22 December 2024)

WORK EXPERIENCE

Casta Engineers Pvt. Ltd Administrative Officer (June 2016- July 2020)

Managed Office Operations:

Daily office activities, including scheduling, filing, and correspondence, ensuring smooth and efficient operations.

Budgeting and Financial Oversight:

Assisted in the preparation and management of departmental budgets, tracked expenses, and implemented cost-saving measures that reduced operational costs by 15%.

Compliance and Documentation:

Ensured that all records, files, and documentation met compliance standards and were audit-ready, minimising risk and improving accountability.

Vendor and Inventory Management:

Handled vendor relations, negotiated favourable terms, and maintained inventory to ensure office supplies were stocked while reducing procurement costs.

Team Coordination and Support:

Provided support to teams by coordinating meetings, managing schedules, and ensuring timely communication between departments.

Achievements:

1. Optimized Office Operations

Implemented new office procedures and automated administrative workflows, increasing efficiency by 30% and reducing turnaround time for key tasks.

2. Cost Savings through Vendor Management

Negotiated contracts with vendors and suppliers, achieving a 15% reduction in operational costs while maintaining high- quality standards.

3. Enhanced Record Management System

Designed and introduced a digital filing system, ensuring 100% compliance with regulatory standards and reducing document retrieval time by 50%.

4. Leadership in Crisis Management

Successfully managed administrative support during critical periods, such as organizational restructuring or emergency situations, ensuring uninterrupted operations and staff support.