



# Satyendra Tripathi

## EXPERIENCE

30<sup>th</sup> December 2023 to till date,

**Assistant Manager Admin & Hospitality African Steel Mills Nigeria**

**Current area exposor of African steel Mills PTE Ltd.**

Plant administration and township administration.  
Company Guest house management & Administration.  
Hospitality, conference, event & conducting annuals General meeting. Managing travel Arrangement Company and foreigner guest house keeping  
Providing food & beverage services and catering for in guest house & Office pantry. Manage 4 subsidiary company consumables, OGSIL, OSPL, ASM, OFWL. Housekeeping, Making month end report like guest house & hostel Occupancy report. monthly expenses report.  
Controlling expenses as per company budget. Managing down line staff. Manage company postpaid numbers.  
Manage staff local salary. Manage staff HR queries like OT, Production incentive, Annual leave, travel tickets, Canteen deductions. Manage plumber, carpenter, electrician for estate issues. Civil team coordination for any civil work. Duty allocation of assistant admin team & supervisor. Patty cash Handling. Manage local expenses. Cab Management. Manage embassy work.

13<sup>th</sup> February-2023 to 15<sup>th</sup> December 2023.

**Sr. officer Administration & Hospitality Tyre Industries Ltd | Rajsamand**

**Current area exposor of JKTYRE &INDUSTRIES LTD.**

Plant administration and township administration  
Company Guest house management & Administration.  
Hospitality, conference, event & conducting annuals General meeting.  
Asset management.  
Conducting get together party for executive & management Staff.  
Managing travel Arrangement Company and foreigner guest House keeping  
Providing food & beverage services and catering for in guest house & Office pantry. Liaising with local & state government officials. Managing 30 Contractual & 11 companies on roll staff. Purchasing. & vendor Management. Making month end reports like guest house & hostel Occupancy report, daily occupancy report, monthly expenses report.  
Controlling expenses as per company budget. Maintain HACCP standard In kitchen, & Restaurant. Vendor relationship management, design & Implementation of SLA's, governance and performance management.  
Responsible for manpower planning, work allocation, timekeeping, leave And attendance management of vendor resource. Responsible for the Employee facilities such as canteen, transport, housekeeping, Stationeries, courier and consumables so as to support mainline Production and operations, ensuring continuous improvement in services And operation and resolving employee grievances. Recruitment and Performance management of departmental employees. Maintaining Payment schedule, deliveries and stock thought SAP systems. Monitoring All commercials, processing documentation and billing. Trouble shooting,

📍 Nigeria ikorodu Africa



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## SUMMARY

Trustworthy Admin with 6 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Dedicated Admin with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals. Detail-orientated Admin adept at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements.

## SKILLS

- Budget administration
- Administration
- Contract negotiations and administration
- Excellent administrative abilities
- Customs administration
- Clerical administration
- Department administration

## ADDITIONAL INFORMATION

I hereby declare that the above-mentioned Details correct up to my Knowledge and I bear the Responsibility for the correctness of the above-mentioned particulars.

January 2022 – 10<sup>th</sup> Feb-2023

**Admin Executive Collabera INC.** | Vadodara

Handling all Admin activities, checking admin assistant's work on daily basis. GBS, Vendor

Management, Housekeeping &

security management,

Liaison work, legal work, Event Management, VMC work, off roll employee's attendance,

Timekeeping. Invoices verify & process. Mail correspondence, Guest house Management. MIS updating. Cares Ticket

Cab management. Maintenance, AMC. Cab booking via one way cab.

- Acted as the first point of contact for all external communications and disseminated all pertinent information to appropriate persons.
- Received all visitors to the office and informed the main reception in advance of their arrival.
- Communicated with office managers to understand department priorities and workload.
- Oversaw effective file management to keep office records up to date. Coordinated weekly meetings and appointments to keep smooth and Easy office communications.  
Answered department emails within target timeframes to meet company communication targets.
- Maintained excellent team relationships by proactively helping others with complex problem-solving tasks.  
Managed office correspondence, including emails, phone calls and mail, efficiently and promptly.
- Maintained standardized accounting records to support financial controls.
- Managed smooth HR process for new starters, setting up systems and issuing contracts to make easy transition into company.  
Made travel arrangements for staff on business trips, liaising with individual staff members to accommodate all requirements.  
Communicated with staff through various internal platforms to keep colleagues informed of office updates.
- Implemented and adhered to company's security and safety procedures to maintain staff wellbeing.  
Assisted with monthly office stock levels, conducting physical counts and reconciling with stock management system.
- Greeted and welcomed visitors, alerting relevant staff of guest arrival.
- Raised purchase Request, liaising with suppliers to keep all orders delivered on time and in full.



August 2019 - January 2022

**Admin Executive Krish Technolabs Pvt. Ltd. | Ahmedabad**

Handling all Admin activities, purchase, Vendor management, Housekeeping & security management, Maintenance part, liaison work, legal work, Event Management, AMC work, off roll employee's attendance, Timekeeping. Travel desk (Flight booking via Ibibo, Make my trip, Ixigo, Irctc, Train booking via IRCTC & agency Co-ordination if require any urgent tickets. Cab booking via one way cab. Controlled stock and supplies to meet team needs. Maintained manual and electronic filing and information systems, Ensuring readily available and accurate data. Handled daily office activities, including data entry and database Auditing. Maintaining smooth operations. Input transactions into accounting system. To track payments and forecast sales. Offered high Levels of administrative support to managers, ensuring. Smooth running of company operations. Created employee attendance reports verifying compliance with Company. Policy. Answered calls and emails efficiently, recording accurate Messages and swiftly following up on enquiries. Forwarded letters, packages and other incoming correspondence to staff And departments without delays. Reconciled and kept safe small Amounts of petty cash in line with financial regulations. Booked accommodation and made travel arrangements for senior staff Members, securing best deals within desired dates and timeframes. Prepared expense reports accurately and forwarded to accounting for Approval and processing. Supported HR department in processing payroll records, correcting Inconsistencies in timekeeping to avoid delays in employee payments. Worked as part of administrative team, identifying and suggesting Improvements to internal administration processes and systems. Recruited and managed contractors to repair or replace damaged office Equipment, minimizing disruptions to operations. Operated copy equipment, printers and other office machines to support Staff with administrative ad hoc tasks....

- Kept accurate and detailed records of office inventories, placing **Monthly** orders of low supplies.
- Controlled stock and supplies to meet team need.
- Maintained manual and electronic filing and information systems, ensuring readily available and accurate data.
- Handled daily office activities, including data entry and database auditing, maintaining smooth operations.
- Input transactions into accounting system to track payments and forecast sales.
- Offered high levels of administrative support to managers, ensuring smooth running of company operations.
- Created employee attendance reports verifying compliance with company policy.
- Answered calls and emails efficiently, recording accurate messages and swiftly following up on enquiries.
- Forwarded letters, packages and other incoming correspondence to staff and departments without delays.
- Reconciled and kept safe small amounts of petty cash in line with financial regulations.
- Booked accommodation and made travel arrangements for senior staff members, securing best deals within desired dates and timeframes.
- Prepared expense reports accurately and forwarded to accounting for approval and processing.
- Supported HR department in processing payroll records, correcting inconsistencies in timekeeping to avoid delays in employee payments.
- Worked as part of administrative team, identifying and suggesting improvements to internal administration processes and systems.
- Recruited and managed contractors to repair or replace damaged office equipment, minimizing disruptions to operations.
- Operated copy equipment, printers and other office machines to support staff with administrative ad hoc tasks.

May 2017 - August 2019

**Admin Executive Podar World School | Ankleshwar**

- Handling all admin activities, purchase, vendor management, staff attendance, all maintenance, maintaining all documentation for school premises. Bauda work, transport management, Canteen, Third Party payroll attendance, Staff attendance sent to Head office HR for salary process, Legal Work, liaison Work. DG Set
- Managed complaints with calm, clear communication and problem-solving.
- Identified issues, analyzed information and provided solutions to problems.
- Exceeded goals through effective prioritization and consistent work ethic.
- Met schedule using excellent planning and coordination skills.
- Supervised work of contracted employees to deliver work on schedule.
- Developed team communications and information for meetings.
- Organized files to support efficiency and traceability.



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## EDUCATION

2014

**Master of Commerce** | Industrial relations, Organizational Behavior, Financial Management, Production Management, HR Management.

Dr. Ram Manohar Lohiya Avadh University, Gonda, UP  
[Degree] Postgraduate

2011

**Bachelor of Commerce** | Business Administration & Account and Statics

DDU affiliated Rajiv Gandhi Siksha Mahavidyalaya, Maharajganj, UP

• [Degree] Graduate

2007

**12th** | Commerce

SAJIC, Maharajganj, UP

2005

**10th** | Science

SVM, Siddharth Nagar

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## ACCOMPLISHMENTS

- Streamlined workflow by consolidating lengthy processes and redundant documentation that resulted in more effective and timelier completion of tasks.
- Recognized by management for admin projects delivering outstanding performance.
- Awarded by organization in April-22 Month High Five Award **Category Disciplined in Execution.**
- Awarded by organization **Q3 Best Performer.**

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## PROFESSIONAL AFFILIATIONS

- Member, Food Committee

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## LANGUAGES

**English:** First Language

**English:**

B2

**Hindi:**

C1

Upper Intermediate

Advanced

**Gujarati:**

B2

Upper Intermediate