

Awanish Kumar Singh

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Profile Brief:

Over More than 16 years of experience in Corporate /Regional Offices in Projects new office set up General Administration/Affairs, Security , Facilities Management, Health Safety & Welfare Activities, Statuary Compliance, Factories Acts, Licenses and Industrial Relations behavior in UP, Haryana and Delhi UK Punjab.

Present Employment :-

Working as **Sr Manager-Administration** with Utkarsh Small finance bank at HO Varansi /Lucknow Since November 2016 onwards responsible for entire NCR including UK & UP The Utkarsh Small finance bank is one of largest growing company of India in banking sector, with presence in Eleven states. Currently it is having more than 1100 branches along with Microbanking & Genral banking branches.

Previous :-

1. **Worked as Project lead** – Administration with Magma fincorp Ltd at Zonal level (Delhi,Haryana,UP,UK ,Panjab) form 2008 to 2014

Job Responsibilities

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- **Event Management:** Planning, budgeting, vendor selection/ finalizing negotiation, roles & responsibilities ,coordination with internal stake holders viz HR/Communications /Mktg depts. & external agencies, security/parking/ catering/ seating/ lighting/ tent/ carpet arrangement, VIP/visitors invitation,incentives, conferences, exhibitions Viz annual day, , all India conference ,Asia – Pacific sales meet, foreign delegation movement, cricket matches, dealer incentive trips ,participation in exhibition, long service awards, birthday bash, Festivals celebrations .

- **Project Management : New office setup, building selection, rates negotiation, lease agreement, fire, water, electricity, safety, parking compliances, building plan, seating area allocations etc.**

- **Licenses:** UPCEB (pollution control board) annual Air, Water renewal, Fire NOC renewal.

- **Liaison:** Liaison with Authorities Electricity Board, BSNL, VSNL, Police, PF/ESI, Local Administration & other government offices. Responsible for renewal of lease at various locations.

- **Vendor Management:** Vendor development, sampling, negotiation, and finalizing of vendors after verifying the credentials and statutory requirements, vendor agreement & procurement of various equipments / goods. Ensure the timely delivery of material and services.

- **Infrastructure / Housekeeping / Facility Management :** Looking after day to day maintenance and upkeep of the office, supervising housekeeping,

supervision of all repairs / upgrade work and support services like, plumbers, electrician, housekeeping, stationery, courier, pantry / catering, horticulture / flower arrangement etc, responsible for safety compliance. Ensures good and tidy look of the base and surroundings.

- **Transportation:** Employees bus / cab route designing /modification, capacity utilization check, regular audit of safety, accessories, cleanliness, complaint register, to brief transporter / drivers / helpers for conduct, first aid box, compliance check / audit.

- **Fleet Management / Pool cars:** Ensure upkeep and maintenance of company cars / log books / movement / duty roaster / first aid box. Tie up with all company service workshops. Insurance claims.

- **Taxi / Cab Management:** Handling bookings of local / outstations cars, timely deployment of vehicles.

- **Telecommunication:** Management and upkeep of all LOCAL, STD, ISD, VOIP, PRI lines to be ONLINE MIS of call expense details of Intercoms, Landlines & Mobile Call Billing Software, Front office and EPBX Board communication management.

- **Health, Safety & Welfare:-** Hospital, Ambulance, Medical Room, Health Checkups Tetanus /vaccination drive. Safety Meeting & reports, Audit, Supervision, Fire training, Mock drills, Evacuation Map/Plan. Staff /Social Welfare activities, medical camps, awareness sessions.

- **Security Management:** Security Policies, Guide, train, supervise the Security guard services/ CCTV/ ACCESS CONTROL and ensure proper deployment. Set up a system for proper visitor's entry, material gate entry (keeping check on RGP & NRGP and all record documentation), check & maintenance of registers (keys, company cars movement, night patrol occurrence, muster roll attendance, etc.)

- **Fixed Assets / Inventory Planning and Management:** Responsible for asset procurement, recording and documenting, movement, physical verification and upkeep of the same. Identify obsolete / non functional assets and provide cost reduction solution to the management.

- **AMC Management:** Ensure the overall upkeep and maintenance of all non-movable items such as CCTV, Air-conditioners, DG Sets, EPABX, Fire extinguishers, fire alarm, water cooler/RO system, Projector, Photocopier etc. Record the timelines of the contract and suggest the management about the services of the contractors. Recommend and ensure timely renewal of the contracts.

- **Guest House / Lease Management:** Undertaking, management, finalization and timely update of lease agreements of company owned guest houses / rented accommodation.

- **Budgetary Control:** Ensure to present the budget against each expense on a monthly basis and keep track of the same.

- **Records Maintenance:** Responsible for generating and submitting of MIS Reports.

- **Travel Management:** Contracts with all the big chains of hotels, airlines and travel vendors. Groups national and international movements.

- **Outsourced Employees Compliance/Agreement:** Procurement and administrative control of all outsourced employees & keeping a check on statutory compliance, agreement & contracts drafting overview.

- **Attendance, Time Office & Payroll Management:** Daily & Monthly Attendance check & MIS, Leave Records, Timely backup & replacement of

manpower , Statutory compliance ESIC,PF documentation, Manpower contractor bill verification.

- **HR & IR (Industrial Relation):** Manpower verification, Induction briefing for Dos/Dont's, Welfare activities ,Medical/Hospital support, Discipline and Warning letters issue, Union/Local Political/Influential groups handling.

Professional / Educational Qualification

M.B.A from IEC College of engineering and technology, Greater Noida in 2007

B.SC. from Bangalore University College, Bangalore University in 2004

LLB from Kanpur University in 2018

Computer Proficiency

Familiar with MS Office, Excel, Power Point, Internet & E-mail operations,

Extra Curricular Activities

Actively Participated in School Dramatics, Quiz, Extempore, Debate And Social Work.
Played Cricket at State Level.

Personal Details

Father's Name & Profession: Mr. Ramnath Singh (Retd. Sales tax officer)

Date of Birth : 1st Aug 1985

Martial Status : married

Languages Known : English, Hindi (Written & Spoken)

Date:

Place:

(Awanish Kumar Singh)