

# Naresh Kumar Sharma

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## Summary

To work on ambitious assignment in a stimulating environment that nurtures creative professional growth while being resourceful, innovative and flexible thereby optimizing profitability and adhering to the corporate philosophy

## Employment History

**Breez & Developer Pvt Ltd (1604 flats, 10acres land)**

*October 2017 – Present*

Estate Manager

### Responsibilities

#### Liaisoning work

Liaisoning with **Govt authorities** such as property tax, electricity department and many others for taking necessary approval. Below are some liaisoning work done in current project

- Liaisoning from electricity department for shifting of 33KVA high power electric line from overhead to underground and also for new electricity connections.
- Liaisoning from GAIL for shifting of Gas Pipeline to new Location.
- Liaisoning from local Police station for smooth functioning of site.
- Arrangements for senior level meetings and parties / events in the site and interacting with Bank Higher Official and many others as needed.

#### Staff Supervision (Attendance and Leave Record)

- Supervise and monitoring of attendance, payroll, leave management and performance management of up to 250 staff.
- Seeing to it that there is not much absenteeism on any given day.
- Seeing to it that no employee is irregular and if there are such people, taking corrective and/or preventive measures.
- Monitoring of departmental labour over time, attendance, and leave management.

#### Security Management

- Handling of all security staff for their duty timings and security responsibility.
- Instituting various checking process for Vehicles/Transports enters/leaves the premises to ensure no un-authorized materials are brought in/taken out.

## **Recruitment-**

- Understanding manpower requisition from the concerned development.
- Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
- Sourcing candidates that match the desired skills.
- Arranging for technical interviews and coordinating with concerned person.
- Doing a background verification of the shortlisted candidates.

## **Exit Formalities**

- Conducting exit interviews of candidates who are resigning.
- Trying to get constructive feedback for company and trying to implement the corrective measures for them.
- Helping the person to be relieved properly.
- Issuing relieving letter and letter of experience.
- Doing the full and final settlement for the person.

## **Facility Management**

- **Visitor Management:** Proactively engage and assist visitors/flat owners how best to maximize the enjoyment of their construction site trip, making visitors aware of status of construction work, facilities and services available in society. By the help of interactive communication, takes requirement from any paid modification in flat from flat owner
- **Vehicle Management:** Maintenance of Vehicle fleets to ensure they are insured, repaired and mileage control management with Log book. Currently handling TM – 6nos, Tractors -4nos, JCB – 3nos, and Bolero camper – 1no.
- **DG Sets:** The maintenance and consumptions of diesel matches with Logbook entry. Currently handling four DG - 7.5 KV, 30KV, 82KV & 200KV.
- **Mess Management:** Caters for breakfast, Lunch and dinner for up to 250 staffs. The control and monitor the financial performance of the mess and to maintain costs within pre-budgeted targets

## **Store Inventory Management**

- Store (Inventory) Management Implement & developed an inventory management system for all raw materials likes tiles, plumbing items, conduit and many general items.
- Managing physical inventory according to system.
- Scrutiny of Vendor fulfillment and scrutiny of demand raised against actual requirement.

**Sr. Non Commissioned Officer****Responsibilities****General Administration**

- People Management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment
- Adroit in identifying loopholes, hindrances, devising strategies/process to smooth-line the administrative functions and identifying value adds to existing processes
- Consulted frequently with others both internally and externally on matters related to administrative/business management activities.
- Daily tracking of calendars, schedules, and attendance. Maintain Time Reporting System for department personnel.

**Induction and On-boarding after Training (Selection Center Indian Air Force)**

- When a particular candidate is finalized and selected, giving him offer letter or letter of intent. On joining the services, issuing appointment letter with brief working agreement or policies.
- Giving a description on the policies, procedures and culture followed by the department.
- Properly filing relevant documents of the new joiner as required.
- Introducing him to the department process and tell him about the authorities.
- Coordinating with the IT team to get his e-mail id made.

**Facility Management**

- Cost effective professional, proficient in maintenance of facilities viz., House Keeping, Office Equipments, successful in leading corporations through critical phase, turnaround and fast-track growth.
- Acting as one point contact for all administrative matters like Time keeping and attendance, canteen management, guest house management, maintenance, upkeep and repairs of company's assets, Telephone lines, mobile phones, logistics and courier services, procurement, storage and issue of stationery and compensation of employees
- Supervising the functioning of the company owned vehicles, ensuring their smooth functioning and resolving any issues related to transport Developing and implementing key procurement strategies/purchase schedules from the vendors and ensuring alignment with organizational objectives
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**Campus**

- Repairs of Roads, Rain Water Harvesting Wells, Compound Wall, Rain Water Drains, Parking Areas and other buildings
- Repairs and maintenance of water gridline/water storage/water dispensing points at the premises.

## **Office Buildings & Shop Floor**

Repair of Roof, Floor, Valley Gutter, Rain Water Drains, Fabrication Work, Maintenance of Shutters, Electrical, Plumbing and Monsoon Maintenance, Repair/replacement of ceiling, Floor, Door Windows, Office Partitions and Painting as per annual plan.

## **Vendor Management**

Supervising setting up infrastructure; networking with contractors for discussing, finalizing & completing the infrastructure requirements, in line with business requirements maximizing the utilization of suppliers, preferred vendors/contractors and the level of spending

## **Event Management**

- Organizing events with high budget such as Annual Lunch Day, Sales Meet, and Design Meet.
- Farewells as per plans to enhance motivation level, team building and managing pantry services with excellent food

## **Security Management**

- Implementing stringent systems / measures to establish and maintain high security standards in compliance with prescribed statutory requirements.
- Instituting various checking process for Vehicles/Transports enters/leaves the premises to ensure no un-authorized materials are brought in/taken out.
- Ensuring 24 hours patrolling at the premises in order to ensure perimeter security.
- Conducted surprise checks for Liquor and track the movement of transporters halting in the
- Premises for loading and unloading of the vehicles. Parking disciplines for vehicles and road disciplines.
- Training security personnel on various areas, organizing daily working and physical parade, motivate them to achieve the organizational requirements.

## Awards and Interests

### **Awards**

- SSM Marusthal Medal.
- 50 Years Independence Medal
- 9 Years Long Service Medal
- 20 Years Long Service and Good Conduct Medal

### **Interests**

Sports and Social Activities

## Professional Skills

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|--|--------|
| <b>LIASIONING:</b>                       | Expert |
| <b>OFFICE ADMINISTRATION:</b>            | Expert |
| <b>SOURCING &amp; PROCURMENT:</b>        | Expert |
| <b>BUDGET:</b>                           | Expert |
| <b>EMPLOYEE RELATIONS:</b>               | Expert |
| <b>TEAM BUILDING:</b>                    | Expert |
| <b>SECURITY:</b>                         | Expert |
| <b>COMMUNICATION SKILLS:</b>             | Expert |
| <b>EVENT MANGEMENT:</b>                  | Expert |
| <b>MS WORD, EXCEL &amp; POWER POINT:</b> | Expert |
| <b>E MAIL &amp; OFFICE AUTOMATION:</b>   | Expert |

## Education Details

### Sikkim Manipal University

Master of Business Administration

*Post Graduate April 2016*

Specialisation - Human Resource Management

### Indira Gandhi National Open University

Bachelor of Arts

*Graduate June 2006*

Specialisation – Sociology

## Language

**ENGLISH:** Fluent

**HINDI:** Native

## Personal Details

**Date of Birth** : 07 May 1974

**Marital Status** : Married

**Passport Number** : 7302698