

## Sumit Rohilla

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### Objective

Detail-oriented and highly organized administrative professional seeking a challenging role where I can leverage my 10 years of experience in executive support, process optimization, and team coordination to contribute to organizational efficiency and success.

### Experience

- ❖ 11 years of experience as a senior executive of administration & management in Om Logistics Limited - Corporate Office

### Job Responsibilities as an Admin and Quality (Senior Executive) 2018 to till

- ❖ Experienced in supervising housekeeping, catering and pantry services, transportation services, stock management, vendor management, facility management, security operations, safety assurance, Statutory compliance, asset management, reporting status, and handling other administrative activities.
  - ❖ Coordinate executive team meetings, including agenda creation, minute-taking, and follow-up on action items.
  - ❖ An effective communicator with good analytical, leadership, interpersonal, planning and problem solving skills.
  - ❖ Coordinate with Pan India Admin Executive for maintain branch infra and assets and new Implementation.
- ❖ Visit Pan India Branch's as per Schedule for Admin and Quality audit with checklist and verification of existing system as per defined SOP.
  - ❖ Supporting senior management in devising and effectuating policies aimed at ensuring smooth running of operations and execution of administrative tasks.
    - ❖ Skilled in handling and maintaining highly confidential and sensitive information.
  - ❖ Provided high-level administrative support by preparing reports, handling information requests, and performing office functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
  - ❖ Expertise in managing office operations and administrative works from conception to completion to ensure effective operations and organizational growth.
    - ❖ Guiding team to achieve optimum results.
  - ❖ Adept at giving administrative & office support involving handling of top & confidential correspondence, documents flow, attending visitors and forward various queries to relevant departments / staff.
    - ❖ Analysis one to one Branch with Senior Management for better Implementation.
    - ❖ Conduct internal audit with ISO Team as per departmental SOP on quarter basis.
    - ❖ Oversee facilities services, maintenance activities, Staff seating arrangement, Housekeeping, Security, Scrap Clearance (Admin Activity) in Pan India and Head office.
    - ❖ Deal with Vendors for any maintenance work and new work in Head office.
    - ❖ Prepare Meeting Calendar and follow up for schedule meeting.

### Job Responsibilities as Personal Assistant of Director 2016 to 2018

- ❖ Collect KPI reports from all departments and arrange meeting with R/CMD Sir for discussed accordingly.
- ❖ Prepare Meeting Calendar and follow up for schedule meeting.
- ❖ Coordinate with Admin & HRD Department For Requirement and Implement Pan India Branch's.
- ❖ Visit Pan India Branch's as per Schedule for Training and Implement IT , Quality and Admin Purpose and verification of existing system from there SOP.
  - ❖ Analysis one to one Branch with Senior Management for better Implementation.
  - ❖ Conduct internal audit with ISO Team as per departmental SOP on quarter basis.
  - ❖ Collect all Department Report as per master list from all departments as per plan interval.
  - ❖ Oversee facilities services, maintenance activities, Scrap Clearance (Admin Activity)
- ❖ Take Reports from Pan India Regional branches for top two and bottom two staff and arrange meeting with R/CMD Sir for discussed accordingly.

## Job Responsibilities as MIS Executive 2013 to 2016

- ❖ Collect all Department performance report as per master list from all departments as per plan interval and maintain record by excel and submit to HRD.
- ❖ Create Unique party code in Nettrem software and send to concern branches
- ❖ Email Communication
- ❖ Coordinate with 450 branches coordinator for make a multiple data i.e branch code, assets report, Branch location update in system.
- ❖ Maintain IT assets record

## Skills

- ❖ Overall Administration facility
- ❖ Visit PAN India Warehouse for quality audit / Implementation as per SOP
- ❖ Maintain warehouse quality checklist and housekeeping checklist
- ❖ Repair & Maintenance
- ❖ Travel and Expense
- ❖ Security Management
- ❖ Inventory Management
- ❖ Team Management
- ❖ Vendor Management
- ❖ Data Management
- ❖ MS Office (PowerPoint, Excel and Word )

## Professional Qualification

- ❖ Master of Computer Applications - Distance from MD University 2014.
- ❖ Bachelor of Computer Applications Regular from Gaur Brahman Degree College Rohtak - 2012

## Languages Known

- English
- Hindi

## Interests and Hobbies

- Knowledge Scouting Over Internet
- Travelling
- Playing Cricket

## Personal Profile

- Father's name : Mr. Satpal Rohilla
- Date of Birth : 12th July 1990
- Gender : Male
- Nationality : Indian
- Permanent address : House No -252/5 Johri Nagar Bahadurgarh 124507

**Declaration:** I hereby declare that all the above statements are true and correct to the best of my knowledge and belief.

**SUMIT ROHILLA**