



# Vipin Kusmaiya

Email: vkshine2002@gmail.com | Contact: 9582952014 | Experience: 1 Year

Operations and coordination-focused executive with 1+ year experience handling end-to-end process execution, documentation control, vendor and client coordination, and daily MIS reporting. Proven ability to manage multiple parallel operational cases with strict timelines, compliance requirements, and minimum drop-offs. Seeking a growth driven opportunity, where I can apply my process discipline, structured follow-up, and operational support skills toward companies' growth.

## PROFESSIONAL EXPERIENCE

### Admin Executive (Operations & Coordination) - QuickOffice24 Services Pvt Ltd

( Jan, 2025 – Feb, 2026 )

- **Managed** end-to-end **operational coordination** for virtual office services used for GST and company registrations
- Completed and tracked **400+ agreements** involving multiple stakeholders (clients, vendors, legal team, internal team) through multiple processing stages with strict compliance.
- **Coordinated** daily with **vendors** and **clients** to ensure timely documentation, approvals, and compliance completion.
- **Tracked** multiple cases at different processing stages simultaneously, ensuring on-time closures.
- Implemented a structured **three-stage daily follow-up strategy** (morning, afternoon, end-of-day) to ensure timely completion and reduce delays.
- Maintained **accurate records**, documentation, compliance files and operational data for internal reference and audits with **high attention to detail** and provided daily operational updates to senior management.
- Reviewed legal and compliance documents regularly, improving attention to detail and **documentation accuracy**.
- **Reported** operational risks, delays, or compliance issues proactively to upper management for timely corrective action.
- **Coordinated** internal workflows by sharing billing, account, and process details with respective departments.
- **Scheduled** and **coordinated** on-location verifications (GST, bank, department visits) for clients.
- **Handled** client communication for document receipt, courier updates, and regulatory notifications.
- **Conducted** office visit and walkthroughs for clients as part of the service process.

## EDUCATION

Certification in Logistics Management by Great Learning – Completed: 2026  
 Certification in Warehouse Management by Alison – Completed: 2026  
 B.Com (Hons), Hansraj College, University of Delhi – Graduated: 2024 | CGPA: 5.9  
 Class XII, Sarvodaya Co-ed SSS, Pitampura – Year: 2021 | Percentage: 82.25%  
 Class X, Sarvodaya Co-ed SSS, Pitampura – Year: 2021 | Percentage: 81%

## EXTRA-CURRICULAR & LEADERSHIP EXPERIENCE Or P.O.R

**Videography Head – Haritima : The Environmental Awareness Society, Hansraj College. (2023-24)**

- **Led** recruitment interviews for **50+ candidates** and built a **10-member** team
- **Coordinated** task allocation, training sessions, and event execution
- **Managed** end-to-end coordination for workshops and events

**Technical Coordinator – Haritima : The Environmental Awareness Society, Hansraj College. (2022–2023)**

- **Coordinated** ground-level plantation drive involving **250+ plants**
- **Supported** social media and coordination activities

## ADDRESS:

Shakurpur Colony,  
Delhi, Near Britenia  
Chowk. Pitampura -  
110034

## PERSONAL DETAILS

DOB: 09-06-2002  
Age: 23 Years

## KEY SKILLS

- Operations Coordination
- Vendor & Client Management
- Process Tracking & Follow-up's
- Documentation & Records Control
- Compliance Coordination
- Time-Sensitive Task Management
- MS Office

## SOFT SKILLS

- Highly Organized Individual
- Problem Solver
- Good Interpersonal Skills
- Attention To Detail
- Team Coordination