

DIDAR MOHAMMAD (DIDARUL)

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Profile Summary:

Dedicated Assistant Manager with 10 years of extensive experience in Administrative and Facility Management. Skilled in streamlining operations, managing facility maintenance, and improving administrative processes. Proven ability to enhance efficiency, reduce costs, and ensure regulatory compliance. Exceptional organizational and leadership skills with a track record of delivering high-quality support and maintaining smooth facility operations.



Education:

- Bachelor of Arts (B.A), 2011 - 14 - Assam University, Silchar



Key skills:

- Facility Management and Maintenance
- Administrative Coordination and Support
- Budgeting and Financial Oversight
- Vendor and Contract Management
- Safety and Compliance Management
- Team Supervision and Leadership
- Process Improvement and Optimization
- Travel & Hotel bookings and VISA arrangement
- Calendar Management
- IT management
- Petty cash management
- Asset management
- Event Planning and Execution
- Strong Communication and Interpersonal Skills
- Housekeeping & Security management.
- Documentation of PO, Invoice management and verification
- Vendor onboarding



Worked in: One Suite Technologies Pvt Ltd (Suite42) - Bengaluru, India

Designation:- Assistant Manager, Administrative and Facility Management
(Nov/ 2023 - June/2024)

Roles and Responsibilities: -

- Support the Facility Manager in overseeing daily facility operations, including maintenance, security, and vendor management, contributing to a 10% reduction in operational costs.
 - Coordinate and manage facility repairs and upgrades, handling budgets up to 1 lakh and ensuring timely project completion.
 - Develop and implement facility safety protocols, achieving a 100% compliance rate in routine safety inspections.
 - Assist in managing a team of 10 facility staff, providing training and performance feedback to enhance team efficiency.
 - Oversee procurement and management of office supplies, optimizing inventory levels and reducing costs by 8%.
 - Liaise with external vendors to negotiate contracts and service agreements, resulting in a 5% reduction in service costs.
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Worked in: Snapchai Productions Pvt Ltd (OODIO) - Bengaluru, India

**Designation:- Senior Facility Manager
(Feb/2021 - Oct/2023)**

Roles and Responsibilities: -

- Lead the facility management team in overseeing the maintenance, safety, and security of multiple facilities, improving overall operational efficiency by 7%.
 - Develop and implement strategic facility plans, including capital improvement projects and long-term maintenance strategies, managing annual budgets up to 5 lakhs.
 - Negotiate and manage contracts with service providers and vendors, resulting in a 10% reduction in service costs while maintaining high service standards.
 - Spearhead the development and enforcement of safety protocols and compliance programs, achieving a 100% compliance rate in safety inspections and audits.
 - Oversee facility upgrades and renovations, coordinating with architects, contractors, and internal stakeholders to ensure projects are completed on time and within budget.
 - Implement energy-efficient practices and technologies, reducing energy consumption by 15% and contributing to sustainability goals.
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Worked in: K&S Partners Law Firm - Bengaluru, India

**Designation:- Administrative Assistant
(Aug/2015 - Nov/2020)**

Roles and Responsibilities: -

- Provide comprehensive administrative support to the executive team, including calendar management, meeting scheduling, and travel arrangements.
- Prepare and proofread correspondence, reports, and presentations, ensuring accuracy and adherence to company standards.
- Manage office supplies and inventory, optimizing procurement processes and reducing costs by 6%.
- Coordinate and organize company events, meetings, and conferences, handling logistics and ensuring seamless execution.
- Serve as a primary point of contact for internal and external communications, handling inquiries and resolving issues effectively.

- Implement and maintain office procedures to improve workflow and operational efficiency, resulting in a 20% increase in productivity.



Worked in: Ask Laila Pvt Ltd - Bengaluru, India

**Designation:- Office Administrator
(May/2014 - July/2015)**

Roles and Responsibilities:-

- Oversee daily office operations, including scheduling, correspondence, and supply management, leading to a 20% increase in office efficiency.
- Coordinate and organize meetings, events, and travel arrangements for senior executives, ensuring all logistical aspects are handled smoothly.
- Manage office inventory, ordering supplies as needed and negotiating with vendors to achieve a 5% reduction in costs.
- Implement and maintain office procedures and systems to improve workflow and productivity, reducing administrative overhead by 10%.
- Act as the primary point of contact for internal and external communications, addressing inquiries and resolving issues promptly.
- Prepare and review reports, presentations, and documents for accuracy and compliance with company standards.



Personal Details:-

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| ● | Father's Name | : | Kutubur Rahman |
| ● | Mother's Name | : | Jahanara Begum |
| ● | Marital Status | : | Single |
| ● | Gender | : | Male |
| ● | Nationality | : | Indian |
| ● | Date of Birth | : | 09/10/1990 |
| ● | Languages | : | English, Hindi, Kannada, Bengali, Urdu |
| ● | Hobbies | : | Listening music, reading, writing, photography |



Declaration:

I hereby declare that the above information is true to the best of my knowledge.

Looking forward for a rewarding career.

DIDAR MOHAMMAD