

# **RESUME**

## **Rahul B. Kondekar**

S. No.54/1, Wadgaon Bk., A-Bldg, Flat No.202,  
Sungalaxy, Nr.Toll Naka, Sinhagad Road,  
Pune-411041.

Email – rahulkon1976@gmail.com  
Contact No.– 9822051325

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### **CAREER OBJECTIVES :-**

To work as a key player in challenging and creative environment, where I can grow along with organization with great responsibility”.

### **Professional Experience :-**

Organization Name: **KARVY DATA MANAGEMENT SERVICES LIMITED**

- **Location:** - Sharada Arcade, 2<sup>nd</sup> floor, Pune-Satara road, Bibwewadi, Pune-37.
- **Period:-** Feb 2015 to Till date.

### **Role and Responsibilities:-**

#### **Asst. Manager Facility & Administration (ROM- Rest Of Maharashtra) :-**

- ✓ Handling 42 locations in (ROM) Rest of Maharashtra of activities across providing facilities support and efficiently handle vendors, taking care of housekeeping (cleanness) /pantry services, mail room operations, Record management and house-keeping/tea/coffee/water services, Stationery procurement & consumption monitoring, Security & safety Management, local transport management (car rental etc), Hotel booking (Domestic).
- ✓ Create expenses reports, budgets & filing systems. Maintained confidential records and files.
- ✓ Acting as one point contact for all administrative matters like Time keeping, maintenance, upkeep and repairs of company's assets, Telephone lines, mobile phones, logistics and courier services, procurement & storage stationery.
- ✓ Checking the availability of stationary and other required things and ordering for them.
- ✓ Identifying dependable and cost effective vendors for various services and maintaining schedule of alternate vendors and vendor accounts, also responsible for releasing purchase order and handling purchase of materials.
- ✓ Liaised with Vendors and Agencies for signing effective corporate deals and contracts for AMCs.
- ✓ Maintain a flawless communication with the employees; ensure timely resolution of employee grievances and harmonious working environment at all levels.
- ✓ Maintain the care and use of housekeeping supplies and equipment, etc. Perform regular inspections for sanitation, order, safety and proper performance of assigned duties. Inspect storage rooms, utility & janitorial closet, etc., for upkeep and supply control.
- ✓ Prepare & oversee the documents like Safety Rules, Operation & Maintenance Instructions and Procedural Manuals.

## Existing Role and Responsibilities:-

Daily	Weekly	Monthly
<b>Security :-</b>		
Check security guard attendance or not in proper uniform if any compliance	Check & arrangements of medicines for staff for First Aid box.	Call for all vendors to submit their bills.
Check any complaint from them with regards to staff discipline		
Providing proper suggestion to them according to our requirements		Call for spoke supervisor to submit housekeeping & drinking water bills.
<b>Housekeeping :-</b>	Check housekeeping material for Hub facility & some spoke requirements	Create & Send different reports i.e, facilities matrix to H.O.
Check housekeeper attendance or not in proper uniform.	Follow up with Finance & Account dept. for pending payment of vendor, rent etc.	After collecting vendor bills create IOM & send it to H.O.
Check housekeeping & cleaning roster & timing according to our shift .		Also collect vendor bills admin related create their IOM & send it to H.O.
Any housekeeper absent, call for reliever.	Checked mail about requirement from ROM spoke related to infrastructure.	Send reminder mail to spoke supervisor for rent renewal agreement, discussed with them for renewal.
Check washroom, Pantry, lunchroom or other area clean or not.		Prepare rent renewal agreement & send to spoke supervisor for owner signing.
Providing them guidance if require & daily updates	Collect quotations & sent it for approval for new requirements from spoke & COMs	Arrange pest control activity in office.
Check drinking water bottles availability & keep their record.	Arrangement housekeeper & security on Sunday working if require.	All new office requirements as per process & finalizing new vendor with as per company require costing.
<b>Air Conditioning :-</b>	Check for repair & maintenance in the office as per requirements.	Maintain all rent agreements for spoke & Hub by due Date.
Check AC's are working properly or not.	Call to vendor to check AC's are working or not properly as per services require.	Reminding to all supervisors about Admin related works.
Check water in cooling fan tower .	Check stock of stationary & give order to Vendor & follow up.	Supporting to accounts.
Close unnecessary light points & AC's to cut cost down.	Weekly Send reminder to all spoke supervisor for their pending bills.	Saving cost Like electricity & AC on floors
<b>Stationary :-</b>		
Checked mails from spoke & dispatched stationary according to their requirements.		
Follow up with courier, it is reach or not.		
<b>Electricity &amp; BSNL bills :-</b>		
Checked mail of Electricity & BSNL bills with due date & send it to H.O. for clearing.		Check Electricity & BSNL bills received or not.
Send reminder to all spoke supervisor for their pending bills if any miss..		

Organization Name: **CHAITANYA HYUNDAI HEAVY EQUIPMENTS**

- **Location:** - Navale prestige, Off Pune-Mumbai Bypass road, Wadgaon (bk), Pune.
- **Period:-** May 2012 to Jan 2015

**Role and Responsibilities:-**

**Administrative Executive :-**

- ✓ Created highly effective organizational and filing systems, including quick & thorough indexing, resulting in easy access to critical information and streamlined office functioning.
  - ✓ Handle correspondence on behalf of the Sales Manger of the company to various stake holders customers and sales executives as needed . Preparing Quotations, Performa Invoice, Purchase orders. Coordinating with sales executive & customers.
  - ✓ Maintaining an electronic and hard copy filing system.
  - ✓ Coordinating and arranging repairs to office equipment.
  - ✓ Comprehensive knowledge of Microsoft Word, Excel & PowerPoint.
  - ✓ Scheduling meetings and preparing agendas for them.
  - ✓ Effective organizational skills.
  - ✓ Resolving administrative problems.
  - ✓ Supervising other clerical staff.
  - ✓ Conducting research on behalf of managers.
  - ✓ Maintain management information systems (manual or computerized)
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Previous Organization Name: **M/s. EMPORIS BUILDCON**

- **Location:** - Nr. NANDED City, Sinhagad road, Nandedgaon, Pune.
- **Time period:-** Jan 2008 to April 2012.

**Role and Responsibilities:-**

**Administrative Executive :-**

- ✓ Submission of various statements related to reporting and monitoring after compilation of data on MS office.
- ✓ Handling multiple reports, working with **MS-Access, different formulae** and various other excel sheet components for accurate data.
- ✓ Handling daily cash expenses bills, prepare weekly & monthly expenses reports & keeping various types of account records.
- ✓ Receiving and downloading data from different - different sources & Cleaning and formatting data using by **EXCEL**.
- ✓ Composing and forwarding emails to the Project Manager & Team Leader.
- ✓ Handled the tasks of producing reports and updating files.
- ✓ Making Advanced presentation in Ms PowerPoint to present MIS & other related important reports.
- ✓ Handling the tasks of monitoring Networks, computers & peripherals.

- ✓ Supervising management within Computer operations and data processing.
- ✓ Responsible for loading computer machines with disks & related accessories.
- ✓ Conducted various training sessions of junior computer operators.
- ✓ Compose & type correspondence.

Previous Organization Name: **G.M. KENJALE CONSTRUCTION PVT LTD**

- **Location:** - 22, Parvatigaon, Pune-411009.
- **Time period:-** Jan 2000 to Dec 2007.

### **Role and Responsibilities:-**

- ✓ Creating Microsoft Power Point presentation to the various projects.
- ✓ Image analyzing to power point presentation & online layout designs.
- ✓ Composing and forwarding emails to the Clients & Other .
- ✓ Prepared Proactive checklist for database to avoid future downtime.
- ✓ Creating labels in MS Word through **MS Excel database**
- ✓ Provide assistance to other members in MS Excel.
- ✓ Responsible for all types of Reports.
- ✓ Data downloading, processing, cleaning and formatting
- ✓ Well knowledge of Internet & Webmaster (Website, Directory, Search Engines & Portal Sites)
- ✓ Handling problems of Networking & LAN system.(Technical + Hardware)
- ✓ Taking care of computer hardware & Networking.
- ✓ Handled the tasks of keeping data backup.

### **EDUCATIONAL QUALIFICATION :-**

<b>Qualification</b>	<b>Institute</b>	<b>Board/University</b>	<b>Year of Passing</b>
S.S.C.	Yeshwant Vidyalaya, Latur	Maharashtra Board	1993
H.S.C.	Shri. Rajashri Shahu College, Latur	Maharashtra Board	1995
B.COM.	Shri. Rajashri Shahu College, Latur	Shri. Ramanand Tirth Marathwada University	1998

### **COMPUTER SKILLS :-**

- Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express
- Operating Systems: Windows 98, Windows XP.
- Hardware tools: Software Installation, operating system Installation
- Internet : Well knowledge of Internet and webmaster (web, directory, search engine and portal sites)
- Typing Speed: 56WPM words/minute, Accuracy 90%.

## **AREA OF INTEREST :-**

MIS Executive, Database & Administrative Executive.

## **Management Information System :-**

- Preparation of MIS reports to provide feedback to top management on Manpower Cost, Employee performance, Absenteeism and Late coming Reports viz. No. of Manpower Reports.
- Preparation of MIS as per Management requirements.

<b>PERSONAL PROFILE</b>	
Father's Name	SHRI BHARATRAO KONDEKAR
Date of Birth	7 <sup>th</sup> June, 1976
Sex	Male
Marital Status	Married
Nationality	Indian
Language Known	English, Hindi & Marathi
Hobbies	Social work, Listing music & Internet working.

I hereby declare that all the above-furnished information is correct to the best of my knowledge

Place: PUNE

Date:

  
Rahul Kondekar

## **Honors & Awards :-**

### **Best Service Coordinator Award for 2012**

*At Chaitanya Hyundai Heavy Equipments, Pune*



## Appreciation Mail :-

### RE: Complaint against mental harassment at work. (Yes Bank, Pune)

Sent: Tuesday, February 12, 2019 9:39 AM

To:

Cc:

Dear Sir,

Trail mail is self-explanatory, issue has been addressed by Mr Rahul and the same is settled.

Aside Rahul – Please confirm on case withdrawal of case filed at MAHARASHTRA STATE COMISSION FOR WOMEN.

Regards

Karunakar-Facility & Administration

Mobile No: 9177401456



From: Rahul Bharatrao Kondekar

Sent: 12 February 2019 09:30

To: Karunakar Reddy B

Cc: Prakash Kotmire

Subject: FW: Complaint against mental harassment at work. (Yes Bank, Pune)

Importance: High

Dear Sir,

As discussed, please see below mail from our Karvy employees who were worked at YES Bank, Pune for scanning process.

As come to know about this situation from Tushar Sir & Raghunath Akkeldev sir, Urgently I visited at YES Bank, Aundh Pune & spoken with these three employees and explained them everything about our company policy.

After my call three employees were visited at Pune hub, they have given notice and will not continue to work with our company in YES Bank.

So there is now no issue against any policy of our company, if any thing happened I will take care...

Type here to search This Folder

Address Book Options

### Re: ELECTRICITY BILL OF SHARDA ARCADE, PUNE OFFICE !!! January- 2019

G V Mehar Ramesh

You replied on 06-Feb-19 9:12 AM.

Sent: Tuesday, February 05, 2019 8:28 PM

To:

Cc:

Excellent Rahul, you have set the standards on maintaing the data for the consumption. I really appreciate your efforts and will publish your data/sheet for all our PAN India locations to follow.

Regards,

Ramesh

On 05-Feb-2019, at 7:28 PM, Karunakar Reddy B <[karunakar@karvy.com](mailto:karunakar@karvy.com)> wrote:

Sir,

Please check I really appreciate Rahul for maintaining the proper DATA.

Regards

Karunakar-Facility & Administration

Mobile No: 9177401456

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