

Kamal Agarwal

Innovator, Vision and Strategic thinking.

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EXPERIENCE

Om Sterling Global University Hissar, Haryana-“Administrative Officer and Purchase Officer”

Nov. 2022 - PRESENT

Roles and Responsibilities:

I'm an administrative officer in Om Sterling Global university Hisar is primarily responsible for managing the day-to-day administrative functions, including campus facility like as security, transportation, housekeeping, repair & maintenance and health & safety. Oversee the office operations, event-coordination and manage the financial planning, budgeting, forecasting and smooth function of campus facility and ensuring compliance with university policies often acting as a point of contact for staff, students, and external parties; Ensure maintenance of service contracts related to housekeeping, University bus, vehicles, information and communication technology equipment, air conditioners, security, pest control, event management, etc., and their periodical renewal.

- **Budget Management:**

Tracking departmental budgets, preparing expense reports, monitoring expenditures, and ensuring financial compliance Monitor cash flow regularly and reduce expenses and increase revenue.

- **Facility Management:**

Prioritize essential campus facilities including Safety & Security, Transportation, housekeeping, Repair & Maintenance.

- **Office Management:**

Maintaining organized filing systems, managing office supplies, handling incoming correspondence, coordinating office logistics, and ensuring smooth day-to-day operations.

SKILLS

Financial management and budgeting.

Administrative leadership and management.

Communication and interpersonal skills.

Analytical and problem-solving skills

Strategic planning and implementation.

Financial reporting and auditing

Regulatory compliance and risk management

Education

Indian Institute of Management Studies, Mumbai- MBA

LANGUAGES

English and Hindi

- **Communication:**

Acting as a primary communication channel, responding to inquiries, disseminating information to faculty and staff, and managing internal and external communications.

- **Event Coordination:**

Planning and executing university events, conferences, meetings, including venue booking, catering, and logistics management.

- **Student Affairs Support:**

Assisting with student enrollment, registration, record keeping, advising students on administrative matters, and handling student concerns.

- **Human Resources Support:**

Assisting with recruitment processes, maintaining employee records, processing paperwork, and managing staff benefits.

- **Compliance Management:**

Ensuring adherence to university policies and procedures, including data privacy and regulatory compliance.

- **Reporting and Analysis:**

Preparing reports on administrative activities, analyzing data to identify trends, and presenting findings to relevant stakeholders.

- **Campus Facility Management:**

Overseeing campus facilities, coordinating maintenance requests, and managing space allocation.

- **Public Relations:**

Maintaining positive relationships with external stakeholders, including community members and potential partners.

- Knowledge of accounting software such as Tally.

- Proficiency in Microsoft Office (Excel, Word, PowerPoint).

L.N. Birla Naturopathy and Yoga Kendra, Pilani- “Administrative Officer and Purchase Officer”

Feb 2015 - Oct 2022

Job Title: Purchase Officer

Roles and Responsibilities:

I would be process of sourcing, negotiating, purchasing, and inspecting of goods and services required for the school's / Institute operations. This role ensures cost-effective procurement while maintaining quality and compliance with school/Institute policies and regulations.

- **Food and beverage procurement:**

Manage the purchasing of food, ingredients, and beverages for the school's and Institution's.

- **Uniform and equipment procurement:**

Purchase uniforms, sports equipment, and other essential items for students.

- **Maintenance and repair procurement:**

Procure materials and services for maintenance and repair of school facilities and equipment..

- **Health and hygiene procurement:**

Purchase medical supplies, cleaning materials, and other essential items for maintaining a healthy and hygienic environment..

- **Educational resources procurement:**

Acquire educational materials, textbooks, and digital resources to support the school's curriculum.

- **Budgeting and cost control.**

Work with the school administration to establish budgets and ensure cost-effective purchasing decisions.

- **Supplier management:**

Develop and maintain relationships with suppliers, negotiate contracts, and ensure timely delivery of goods and services..

- **Inventory management:**

Oversee the management of school inventory, including storage, stock control, and disposal of obsolete items.

- **Compliance and risk management:**

Ensure compliance with school policies, laws, and regulations, and mitigate potential risks associated with purchasing decisions..

- Collection of quotations and making comparison statement for due approval.
- Making quarterly/half yearly contract with all the vendors as applicable.
- Purchase order verifying against the approved quotation/s.
- Verifying monthly bills and processing to accounts department.
- Follow up with the accounts office about the supplier's bills.
- Ensure the Purchase Order / Work Order are sent to all the vendors and the concerned store keepers.
- Verifying the quality of the products whether the product supplied was as per sample, standard as per promise/commitment.
- Conduct market research to identify potential suppliers.
- Coordinate with different departments to understand their purchasing needs.
- Knowledge of accounting software such as Tally.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).

M/s Techno Craft India Ltd., Mumbai — Audit Manager (Internal) and Purchase Manager

Aug 2007 - Dec 2014

- Maintain accurate records of all purchases, invoices and contracts.
- Develop strategy for cost reduction, improves inventory control and increased efficiency.
- Negotiated with suppliers to obtain best possible pricing, payment terms and delivery on times.
- Coordinated communication between departments regarding product availability, delivery dates and related issues.
- Manage A/c's Payable and receivable.
- Worked closely with other departments to ensure that purchase item meet their requirements.
- Prepared comprehensive chart and including cost analysis.

