

# SWATI KHERA

Mob-+91-8077814084, Email: [kheraswati19@gmail.com](mailto:kheraswati19@gmail.com)

---

## Career objective:

Assignments in the field of Facilities Management – Soft Services, Housekeeping Management, Customer Relationship, Office Upkeep & Administration in a dynamic organization and be able to apply knowledge gained from past work experiences & academics to achieve the organization's objectives.

## Scholastics:

- MBA (IT) From PUNJAB TECHNICAL UNIVERSITY 2011.
- BCA from PUNJAB TECHNICAL UNIVERSITY in 2009.

## Experience:

- Total 12 years of Experience in Administration /Facilities Profile.

## Unacademy – Sorting Hat Technologies Pvt. Ltd.

### Administration & Procurement Executive (Nov 22-Present)

#### Key Responsibilities:

- Planning, supervising & managing the gamut of services Housekeeping, Waste Management, Cafeteria, Pantry, Horticulture, Pest Control through multiple service providers etc.
- Training, monitoring & reviewing the adherence to Checklists, SOPs and Roster for all third party managed services.
- Managing the inventory for all Office Stationery, Janitorial, Toiletries, Pantry, Beverages & other consumables to ensure tight control & smooth functioning of office operations.
- Organizing & managing all small & big events taking place.
- Preparation & updating of MIS such as Daily/Weekly Reports on Inventory, Invoice Tracker, Incident Reports, Consumption Tracker for Janitorial, Housekeeping, Pantry items etc.
- Creation of indents, checking & verifying of invoices & submission to Accounts dept. for payment.
- Taking daily rounds of all floors to take note of all issues requiring resolution.
- Coordinating, delegating & supervising third party vendor staff to ensure all complaints from users are resolved at the earliest.
- Hands on experience of managing PR/PO/Invoices using Oracle Fusion SCM system.
- Create PRs and POs in Oracle Software.
- Helping the Vendor to Create ASN, then validate the Invoices from the Center heads and sending mail to GRN process.
- Managing Housekeeping and Pantry Staff.
- Sending monthly and Daily requirements to the Centers and Stores.
- Link sent to the Vendor for Vendor Registration and set them up via Anydesk.
- Managing Attendance for Manpower.
- Arranging quotation from new Vendors make comparisons.
- Uploading Invoices for make payments for Vendors for both Entities.
- Managing construction work if needed.
- Follow ups for payments for Vendor from finance dept.

## Cyrus Developers Pvt Ltd:

### Worked as a Manager Operations/Administration (Dec-2017 to April 2020)

#### Key Responsibility Area:

- Maintenance of records.
- Liaising with various agencies for AMCs of office equipment for EPABX, UPS, Air

- conditioners, Fax and photocopier machine, Elevator and follow-up of AMC renewals.
- Provision of Office Stationery and maintain stock level and issue details.
- Maintenance of Office Communication Systems.
- Monthly telephone bill and vendor bill payments.
- Assisting with Purchase department and confirm Purchase Orders & issue work orders to vendors.
- Supervision of Housekeeping & maintenance of office premises, furniture etc.
- Supervision of Movement register, visitors register.
- In charge for issuing Mobiles and visiting cards to staffs.
- Compiling MIS Reports of all sites for budgeting like Electricity, Stationary, Telephones etc.
- Coordinating with Architects if any Office Interiors changes needed to be done.

**Jamia Hamdard University**  
**Facilities Manager / Human Resource/ Admin Manager. (July 2015-Nov-2017)**

**Key Responsibility Area:**

- Planning and overseeing building work/ renovation.
- Managing building maintenance activities.
- Coordinating cleaning and parking services.
- Organizing security and general administrative services.
- Supervising multi-disciplinary teams of staff including maintenance, grounds and custodial workers.
- Ensuring that facilities meet government regulations and environmental, health and security standards.
- Coordinating with vendors for Material etc.
- Handling petty cash.
- Some Human Resource work also maintained like Salary, Recruitment etc.
- Supervision of Movement register, visitors register.

**Other Work Experiences:**

- Lavitra Homez - Admin Manager (Nov- 2014 to Dec- 2015)
- Cyrus Group - Assistant Manager Admin (Oct-2012 to Nov-2014)
- Amira Group - Admin Executive (July 2009 to Sep 2012)

**Hobbies:**

- Riding Bikes
- Make New Friends
- Work Dedication
- Listening to Music and singing.

**Personal Details**

- Date of Birth : 07-09-1985
- Fathers Name : Mr. Subhash Khera
- Address : Greater Noida West
- Marital Status : Married

I hereby declare that all above information's are true as per best of my Knowledge and belief.

**(SWATI KHERA)**