Vikas Chauhan

ADMIN EXECUTIVE

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PERSONAL STATEMENT

Admin executive with 4 years of experience supporting a pharma manufacturing plant and a regional sales office. Handles housekeeping, security, canteen and transport vendors, travel and guest house bookings, stationery and asset records, vendor bill processing and licence renewals, with a focus on timely service and cost control.

WORK EXPERIENCE

Admin Executive · *Aravali Lifesciences Pvt Ltd, Jaipur* Mar 2023 – Present

- Supervise housekeeping, security and canteen contractors serving 520 employees across 3 shifts, with weekly service checklists and monthly scorecards.
- Verify and process 140+ vendor bills a month in SAP, clearing them within 7 days and ending repeated payment-delay complaints.
- Manage 6 employee buses and the guest house, cutting transport cost by 9% after re-routing based on shift-wise headcount.
- Maintain trackers for Shops and Establishments renewal, pollution certificates, fire extinguisher refills and AMC due dates.

Admin Assistant · *Pink City Motors Pvt Ltd, Jaipur* Jan 2022 – Feb 2023

- Booked train, flight and hotel travel for 35 sales staff and processed reimbursement claims weekly.
- Maintained stationery stock and issued items against requisitions, reducing monthly spend by about ₹12,000.
- Coordinated office events such as Diwali celebrations and annual dealer meet logistics for 150 guests.

EDUCATION

B.Com in Commerce · *University of Rajasthan affiliated college, Jaipur* 2018 – 2021

Grade: 64%

SKILLS

Vendor management | Housekeeping and security supervision | Travel and hotel bookings | Vendor bill processing in SAP | Transport management | Stationery and asset records | MS Excel

CORE SKILLS

- Coordination
- Follow-up discipline
- Cost awareness
- Problem solving
- Courteous service

LANGUAGES

Hindi · Native | English · Professional | Rajasthani · Fluent

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