Harpreet Kaur

OFFICE ADMINISTRATOR

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PERSONAL STATEMENT

Office administrator with 7 years of experience running day-to-day administration for corporate offices of 150 to 400 employees. Manages facilities, housekeeping and security vendors, travel desk, stationery and asset records, office licences and an annual admin budget of about ₹1.4 crore, with a focus on cost control and smooth operations.

WORK EXPERIENCE

Office Administrator · *Shivalik Insurance Brokers Pvt Ltd, Chandigarh* May 2022 – Present

- Run administration for a 400-seat regional office, managing 11 vendors for housekeeping, security, pantry, transport and maintenance.
- Renegotiated housekeeping and cab contracts and consolidated stationery buying, saving ₹18 lakh a year without lowering service levels.
- Track Shops and Establishments registration, fire NOC, lift licence and AMC renewals in a compliance calendar with zero lapses in 3 years.
- Coordinated a 6-week office expansion of 80 seats, including layout, IT cabling, furniture and staff move, delivered within budget.

Admin Executive · *Tricity Healthcare Diagnostics, Mohali* Jun 2019 – Apr 2022

- Managed admin for a head office and 6 collection centres, including rent agreements, utility bills and petty cash.
- Built an asset register for 900+ items with tagging, cutting missing-asset write-offs by 70% in the next audit.
- Handled travel and hotel bookings for 40 field staff, reducing average fare cost by 14% through advance booking rules.

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EDUCATION

BBA in Business Administration · *Panjab University affiliated college, Chandigarh* 2016 – 2019

Grade: 66%

SKILLS

Facility management | Vendor management | Admin budgeting | Travel desk | Asset management | Office licences and renewals | MS Excel | Google Workspace

CORE SKILLS

- Cost control
- Negotiation
- Multitasking
- Problem solving
- Team coordination

LANGUAGES

English · Fluent | Punjabi · Native | Hindi · Fluent