# **Amrita Dasgupta**

## Administration And Facilities Manager

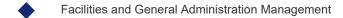
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• Dynamic career of over 15 years in Administration, Facility Management, with hands on experience in General Administration including Soft Services, Security Management, Fleet Management, Procurement, Space Management, Horticulture, Cafeteria, Fire & Safety Management & Internal Audits (PAN India) while participating in yearly planning, analysis & implementation of solutions in support of business objectives



#### **Skills**









New Office Set up

Budgeting/ CAPEX-OPEX Budgeting

MIS Reporting

Admin Helpdesk

Quality Management/Internal &External Audits

Travel & Assets Management

Sustainability Development

HR Support



# Jul 2018 - Senior Manager Administration and Facilities Current F Smort Systems / td

E-Smart Systems Ltd

- Leadership in Facilities Management: Spearheading a team to develop and execute strategic plans aligning with organizational objectives, fostering optimal resource utilization and contributing to company growth and expansion.
- Comprehensive Support Services Management:

Overseeing a wide array of support services including security, housekeeping, and maintenance ensuring seamless operations and adherence to quality standards.

• **Hygiene and Safety Oversight**: Directing the supervision of housekeeping staff to maintain a safe and hygienic work environment. Negotiated contracts, monitored supplies, and conducted regular inspections to

uphold sanitation standards and safety protocols.

- Cafeteria and Vendor Services Enhancement: Elevating cafeteria and vending machine services by providing high-quality food and refreshments, alongside facilitating pantry services. Implementing activities to enhance employee satisfaction and well-being.
- Security Strategy Implementation: Evaluating organizational security needs and executing robust security plans and systems to prevent security breaches, ensuring the protection of assets and personnel.
- Strategic Real Estate Management: Leading the identification and acquisition of commercial office spaces, engaging in negotiations, due diligence, and agreement finalization. Oversaw office setup projects, lease renewals, and budgeting to optimize resource allocation.
- Financial Reporting and Budgeting: Developing comprehensive reports on expenditure, workstation occupancy, and asset management. Played a pivotal role in OPEX and CAPEX budgeting for the fiscal year, ensuring financial transparency and accountability.
- Compliance and Auditing: Managing audits, both internal and external, including ISO audits, ensuring adherence to regulatory standards. Liaised with government and non-government bodies, fostering positive relationships and compliance.
- Travel and Event Coordination: Establishing and managing a travel desk, facilitating accommodation, ticketing, and local transportation arrangements. Engaged in event management activities, from venue selection to logistics coordination for conferences, seminars, and annual events.
- **Vendor Management and Procurement:** Developed a robust vendor base for cost-effective procurement of office materials and services. Negotiated contracts, ensured timely renewals, and monitored vendor performance to maintain service level agreements and enhance customer satisfaction.
- Risk Management and Compliance: Developing and implementing risk management strategies to identify and mitigating potential risks to organizational facilities, ensuring business continuity and compliance with safety regulations.

## Dec 2010 -Sep 2016

## Manager Administration and Facilities

HDFC ERGO General Insurance Company Ltd.

#### General Administration and Facilities Management:

Housekeeping & security Management, Repair & Maintenance, cafeteria Management, Mail room Management, Waste Management, Fire Safety Management.

Admin Helpdesk and Resolution Management.Participated in CSR activities

#### • Infrastructure/Real Estate Management:

Mapping space for new offices, Legal due diligence, Processing branch layouts, Finalization of vendors & fit out agreements, Handover of new offices

#### • Lease Management/Property Management:

Processing lease of new offices, Renewal of lease agreements, LOI issuance, Termination letter processing, Branch Vacation

### · Vendor Management:

Creating vendor base, Negotiating for procuring services and empanelment of vendors, Issuance of PO, Renewal of agreements and AMC

#### Financial and Assets Management:

Annual and half early budgeting, Preparing monthly MIS of operational expenditure and provisional expenditure.

### Sep 2007 -Dec 2010

#### **Administration Executive**

ICICI Prudential Life Insurance Company Ltd.

- · Strategic and Facility Master planning
- Operations and Maintenance of Building, Systems and Equipments
- · Building Repairs and Maintenance
- Preventive and Reactive Maintenance
- · Housekeeping and Security Management
- Vendor Management/Negotiations/Billing/PO issuance/Contracts and Agreements

- Fire Safety Management
- Waste Management/Scrap disposal
- Liaison with Government agencies
- Travel Management/Hotel Booking/Cab services
- Event Management.

Dec 2005 - Front Office Executive

Sep 2007 Skyline Engineering Contracts India Pvt.Ltd

Sep 2000 - Customer Care Executive

Dec 2005 Magus Media Pvt Ltd

# **Education**

2000 PGDBM: HR And Marketing

Indira Gandhi National Open University

1997 B.Sc: Zoology
Indira Gandhi National Open University

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# Languages

English

Hindi

Bengali