

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

- Facilities and General Administration Management
- Vendor Management /Procurement
- Lease & Property Management
- Project Planning & Infra Project Management
- New Office Set up
- Budgeting/ CAPEX-OPEX Budgeting
- MIS Reporting
- Admin Helpdesk
- Quality Management/Internal &External Audits
- Travel & Assets Management
- Sustainability Development
- HR Support



Work History

Jul 2018 -
Current

Senior Manager Administration and Facilities

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 -
Sep 2007

Front Office Executive

Skyline Engineering Contracts India Pvt.Ltd

Sep 2000 -
Dec 2005

Customer Care Executive

Magus Media Pvt Ltd



Education

2000

PGDBM: HR And Marketing

Indira Gandhi National Open University

1997

B.Sc: Zoology

Indira Gandhi National Open University



Languages

English

Hindi

Bengali