Kamal Agarwal

Innovator, Vision and Strategic thinking.

11, Ward /Area.
Pilani-Raj. 333031
7737852132
kkagarwal17@rediffmail.com
www.linkedin.com/in/kamal-agarwal-155bb1252

EXPERIENCE

BRCM Educational Society Bahal, Haryana- "Purchase Officer and Administrative *Officer"*

Nov. 2022 - PRESENT

Job Title: Purchase & Store Officer

Job Description:

- Identifying, evaluating and establishing relationships with reliable suppliers to ensure the procurement of quality goods and services at competitive prices.
- Managing Inventory and Annual Stock as well as maintain record of requisitions, Tender and Order etc.
- Monitoring inventory levels to ensure that necessary supplies are available when needed.
- Assist in developing and implementing cost-saving measures.
- Procurement of all the essential commodities, diary product, vegetables, uniforms, tuck items, toiletries, civil items, electrical items, plumbing, carpentering etc.;
- Negotiate contracts and terms with suppliers to achieve favorable pricing.
- Working closely with various Institute departments to understand their procurement needs.
- Collection of quotations and making comparison statement for due approval;
- Monitor market trends to anticipate price fluctuations.
- Making quarterly/half yearly contract with all the vendors as applicable;
- Conduct market research to identify potential suppliers.
- Purchase order verifying against the approved quotation/s;
- Coordinate with different departments to understand their purchasing needs.
- Verifying monthly bills and processing to accounts department;
- Follow up with the vendor for products and bills;
- Follow up with the accounts office about the supplier's bills;
- Follow up with all the store department to submit the bill in due course of time;
- Ensure the Purchase Order / Work Order are sent to all the vendors and the concerned store keepers;

SKILLS

Office Management Skills.

Documentation and control.

Leadership Skills.

Policy and Procedure.

Modification.

Problem solving Skills.

Education

Indian Institute of Management Studies, Mumbai- MBA

LANGUAGES

English and Hindi

- Verifying the quality of the products whether the product supplied were as per sample, standard as per promise/commitment;
- Develop and maintain relationships with suppliers and vendors.

Job Title: "Administrative Officer"

Overall Supervision /Management:

- Oversee the day-to-day operations of all schools and colleges in the Bahal (Bhiwani) region.
- Ensure smooth functioning of campus facilities including School administration, transport, Mess, housekeeping, repair and maintenance, hygiene, safety and securities.
- Develop and implement standard operating procedures (SOPs) for efficient functioning.
- Lead and mentor administrative teams across schools and colleges to ensure efficiency and alignment with organizational goals.
- Foster collaboration among campus staff for improved efficiency and productivity.
- Oversee the logistics and administrative support for institutional events, meetings, and conferences.
- Conduct regular audits to evaluate administrative and operational processes for efficiency and compliance.
- Design and implement training programs to upskill administrative staff and promote best practices.
- Work closely with senior leadership to align administrative processes with the strategic vision of BRCM Education Society.
- Awareness Campaigns: Promote awareness of crisis management protocols and encourage a culture of preparedness within the organization.

Facility Management:

- Manage and maintain infrastructure and facilities, ensuring compliance with safety and quality standards.
- Oversee repairs, renovations, and preventive maintenance across institutions.
- Collaborate with vendors and contractors for facility-related services and supplies.

Liaison and Compliance:

- Act as the key point of contact with local authorities and government bodies.
- Ensure compliance with all statutory and legal requirements related to education institutions.
- Manage licenses, permits, and other necessary documentation.

Budgeting and Resource Management:

- Plan and monitor budgets for administrative operations and infrastructure maintenance.
- Optimize resource utilization and identify cost-optimization opportunities without compromising quality.
- Establish tracking and categorizing expenses, ensuring transparency and accuracy in financial records.
- Regularly prepare and present expense reports to Management.

Crisis Management:

- Develop and implement contingency plans for crisis management, ensuring preparedness for emergencies.

L.N. Birla Naturopathy and Yoga Kendra, Pilani — *"Administrative Officer and Purchase Officer".*

Feb 2015 - Oct 2022

- Maintain accurate records ensuring timely processing of invoices, payments and financial reports.
- The prime function is to ensure smooth functioning, improve communication within the organization through regular updates on policies, procedures and key events.
- Creating and sustaining dynamic environment for faster development of opportunities and motivation high performance among the team members.
- Maintain coordination between various internal departments for smooth functioning.
- Monitoring cash flows and ensuring the funds are arranged in the most cost-effective manner.
- Negotiate prices and contacts with supplier.
- Ensure a safe and clean environment of center or Institute.
- Assist with budget preparation.
- Review and updated office policies as necessary to changes if needs.
- Manage budget to align expenditure with institute policy.
- Verify bills of Maintenance, Repair, Travelling and daily allowance etc.
- Allocation: Identify and secure necessary resources, including emergency supplies, communication tools, and backup systems

M/s Techno Craft India Ltd., Mumbai — Audit Manager (Internal) and Purchase Manager

Aug 2007 - Dec 2014

- Maintain accurate records of all purchases, invoices and contracts.
- Develop strategy for cost reduction, improves inventory control and increased efficiency.
- Negotiated with suppliers to obtain best possible pricing, payment terms and delivery on times.
- Coordinated communication between departments regarding product availability, delivery dates and related issues.
- Manage A/c's Payable and receivable.
- Worked closely with other departments to ensure that purchased item meet their requirements.
- Ensure timely payments of invoices while maintaining positive relationships with suppliers.
- Prepared detailed report on purchase, including cost analysis.