VAIBHAV GUPTA

✉ :- KHA-72, Naveen Nagar, MDA Colony,
Moradabad – 244001 (Uttar Pradesh)

:- +91-70887-87778, +91-99979-87778

@ :- g.vaibhav177@gmail.com



PROFILE SNAPSHOT

Assistant Administrative Officer at IIM Jammu (an MBA professional) with **over 16+ years' experience in Administrative/Managerial Capacities**.

Career Objective:

To pursue a highly rewarding career and to obtain a stimulating role in a challenging, healthy and dynamic work environment where I can efficiently utilize my skills, knowledge and fast learning ability to achieve organizational goals.

Core Competencies include:

- ➲ General Administration
- ➲ Procurement Functions
- ➲ Transport Management
- ➲ Security Management
- ➲ Facility Management
- ➲ Cost & Resource Management
- ➲ Establishment
- ➲ Relationship Development
- ➲ Leadership & Management Skills

- ➢ **Strong administrative professional**, with a demonstrated history of working in the education industry. Sound Experience of Academic Administration, liaisoning with various regulatory & academic bodies.
- ➢ **Proficient in managing a range of administrative operations**, including office operations, purchase functions, establishment, security management, housekeeping services, transport management etc.
- ➢ Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit.

PROFESSIONAL PROFILE

Indian Institute of Management Jammu — **Jammu (J&K)**

Assistant Administrative Officer (Purchase)-Regular — **April 2022 - Present**
Administrative Officer (Administration)-Contractual — **September 2019 – April 2022**

Key Result Areas:

- ➢ **Procurement of the Institute:**
  - ❖ Looking after all the procurement related activities of the Institute through GeM (Government e-Marketplace) as well as from other sources, ensuring the compliance of Procedures and statutory norms as per GFR 2017 and other procurement related guidelines of GOI.
  - ❖ Processing of orders including issuance of Purchase Orders / Work Orders, as per guidelines and Processing of Bills for payments and to ensure timely payment of Vendors.
  - ❖ Acted as the single point of contact for all procurement related requirements of the Institute.
  - ❖ **Tendering Process and Contract Management:** Looking after all the activities related to tendering process including Preparation and Issuance of Tenders and Corrigendum/ Addendum/ Notice etc by

ensuring the compliance of Procedures and statutory norms as per GFR 2017 and other procurement related guidelines of GOI. Opening, evaluation of bids and preparation of minutes of Tender Process Committee. Issuance of Award of Contract / Purchase Order/ Work Order and to ensure compliance with all the terms and conditions of the Tender.

- **Store-related Functions:** All Store Functions including maintain the record along with the issuance of material to the indenting department as per the statutory norms of Government of India and store and purchase policy of the Institute.
- **General Administration:**
  - ❖ Managing the various administrative operations including Housekeeping, Facility Management, Transport Management, Security & Office Management
  - ❖ Looking after the outsourcing agencies.
  - ❖ CPIO-RTI matters: Collection of information from different department and Timely Reply of RTI queries.
  - ❖ Payment / purchase through Credit Cards/ Imprest account.
  - ❖ Mess Service Management- Arrangement of Refreshment/ Meal for events/ guests.

Accomplishments:

- **Played a pivotal role in saving cost of the institute over 25 %** in Flex printing, Newspaper Advertisement by empanelment of agencies through tendering process.
- **Recovery of excess payment (Approx Rs. 3.5 Lakh)** made to an agency for hiring outsourcing staff in the effective way.
- Successfully initiate the process for procurement of stationery as per yearly plan.
- **Streamlined** the record and process **and Speedup the purchase and other administrative function** as per the statutory norms, by introducing/ implementing the office management system and by maintaining registers, log-books, files and other records as per standard, norms, systems and procedures. Introduced improvised process of purchase, payment and record keeping. Introduced the Various Registers like purchase order register, work order register, contract management register, DRR Register (Daily Receipt Register), Rejected Material Register, Material Return/ Disposal Register, Material Return Voucher, Material Transfer Voucher, Revised format of Gate Pass (Outside material Movement), Expenditure Control Register, Stock Register for maintenance of stock at department level, etc.
- Implementation of inventory management and computerized record of the store on Samarth ERP successfully by incorporating the required changes as per the requirement of the Institute.
- **Prepare/ Initiate the SOPs and create service delivery timelines** & automation of administrative functions for better services and delivery on time.

Moradabad Institute of Technology **Moradabad (Uttar Pradesh)**

Assistant Registrar (Administration) **June 2009 – September 2019 (10 years & 4 Months)**

Key Result Areas:

- **Proficiently managed day-to-day activities of the various administrative operations** including General Administration, Store & Purchase, Housekeeping, Facility Management, Transport Management, Security & Office Management. Managed a team of over 50 persons across diverse functions.
- **Procurement** of Store Items of regular use, as per institute norms and coordinating with vendors and to ensure regular and timely availability of goods and services.
- **Contract Management:** to finalize all service contracts and agreements and build relationships with key

suppliers to ensure the best price, quality and service – hotels, catering, travel agencies etc.

- Coordinate and supervise the office function and procedure of admission cell for Registration & Admission of fresh / new students.
- **Transport Management:** Efficiently managed transport of the institute including purchasing/maintenance of vehicles and making travel arrangements at the lowest possible cost.
- Coordinate in branding and promotion of the Institute.
- Liasoning with AICTE/University for Approvals/Affiliation process.
- Liaising with government and regulatory bodies at local level like Electricity Boards, Civil, Police Authorities, Fire Brigade Department and other Government Departments etc.
- To provide administrative support in smooth conduct of all the academic functions/events of the Institute.
- Provide HR support to the institute, in liaison with Registrar.
- Ensure that Systems and Procedures as laid down by management are strictly complied with & to also provide inputs for possible improvements.
- **Ensure compliance to statutory norms and requirements** required for smooth functioning of services and office at all point of time.

Accomplishments:

- Create service delivery timelines & automation of administrative functions for better services and delivery on time.
- **Streamlined the administration function as per standard** and got success in completing the Task with fully satisfactions of Esteem Management.
- **Played a pivotal role in saving over 10% administrative costs** by setting/modifying computerized office system, monthly requisition, billing procedures & inventory.

HDFC Standard Life Insurance **Moradabad (Uttar Pradesh)**

Sales Development Manager (Retail Sales) **June 2006 – Jan 2008 (1 Year & 7 Months)**

- Recruited and managed a sales team of Financial Consultants who help to generate leads and to convert business for attaining sales target. Evaluated the performance of Team Members and enhanced it by proving them sales and product knowledge.

SUMMER TRAINING & PROJECT EXPERIENCE

July2003 – Aug.2003	Internship at O.N.G.C Dehradun (Uttarakhand)
During MBA	SUMMERTRAINEE (Worked on EMPLOYEE WELFARE ACTIVITIES OF O.N.G.C.)

ACADEMIC CREDENTIALS

M.B.A (Major: Marketing, Minor: HR) from U.P. Technical University, Lucknow- UP in 2004.

B.B.A from MJP Rohilkhand University, Bareilly- UP in 2002.

10+2 from UP Board in 1999.

10th from UP Board in 1997.

EXTRA QUALIFICATION & COMPUTER SKILLS

2001 **DCA** (Duration – 6 Months) with 74.50% Marks

Course Contents: Computer Fundamentals, MS-DOS, MS-Office, Internet & E-mail concept.

PERSONAL PROFILE

Father's Name	:-	Mr. Vighnesh Kumar Gupta.
Date Of Birth	:-	17th July 1983.
Gender	:-	Male.
Marital Status	:-	Married.
Present Address	:-	Indian Institute of Management Jammu Flat No. 201 Udaygiri, Jagti, Jammu-181221 (J&K)
Nationality	:-	Indian.
Language known	:-	English & Hindi. (Reading, writing, speaking)

REFERENCES

Available on Request.



Place: Jammu

Date: June 3, 2025

Vaibhav Gupta