TARANNUM THAKUR

MANAGER – ADMINISTRATION | FACILITY MANAGEMENT | CORPORATE SERVICES

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PROFESSIONAL SUMMARY

Administration and facility management professional with 10+ years of experience across corporate offices, manufacturing plants, warehouses, regional offices and project sites. Experienced in multi-location operations supporting 3,500+ employees, with strengths in administration strategy, facilities, vendor and contract management, travel, compliance, budgeting, MIS, SOP development and employee services.

SELECTED ACHIEVEMENTS

3 offices — Facilities supporting 3,500+ employees

50+ travellers/month — Managed monthly travel requirements

650 employees — Coordinated a Goa corporate event

SOPs & trackers — Built administration SOPs and trackers from scratch

20% savings — Hotel/travel cost savings

98% availability — Maintained inventory availability

200+ updates/month — Coordinated HR compliance updates

Recruitment workflow — Established recruitment process from planning to offer coordination

CORE COMPETENCIES

Administration Management • Facility & Plant Administration • Corporate Services • Vendor & Contract Management • Travel, Fleet & Event Management • Security & Housekeeping • Canteen & Utilities • Asset & Inventory Management • Space Planning • Budgeting & MIS • SOP Development • Governance & Compliance • Audit Readiness • Team Leadership

PROFESSIONAL EXPERIENCE

Klesko India | Admin Manager | *Aug 2026 – Oct 2026*

- Developed administration SOPs, trackers and controls covering office administration, employee management, finance and expenses, procurement, vendor management, document control, calendar management, meeting minutes, reporting and communication.
- Designed recruitment plans for Klesko Food India and Klesko Shipping based on manpower requirements.
- Secured HR Head approval for vacancies and published job postings on LinkedIn, Naukri, Indeed and other platforms.
- Screened applicants, coordinated initial discussions, scheduled second-round interviews with relevant teams and arranged final in-person interviews with the CEO.
- Collected candidate documents, coordinated background verification, reviewed CVs and verification reports, and liaised with the HR Head to initiate offer-letter issuance.

Mochiko India | Deputy Admin Manager | *Apr 2025 – Aug 2026*

Administration & Multi-site Operations

- Led administration across corporate offices, manufacturing plants, warehouses, regional offices and project sites.
- Developed administration policies, SOPs, governance frameworks and operational controls; established infrastructure for new plants, offices and project sites.
- Partnered with Plant Heads, project teams, EHS, HR, Security and Operations to support service delivery, compliance and operational efficiency.
- Oversaw canteen, transportation, security, housekeeping, utilities and employee facilities; maintained workplace safety, hygiene and visitor-management standards.

Facilities, Travel & Events

- Managed facilities across 3 offices supporting 3,500+ employees, including maintenance, cafeteria, utilities, assets, inventory, AMCs, access cards and space optimization.
- Maintained 98% inventory availability and coordinated fire safety, air quality, pest control, hygiene, waste management, energy-efficiency and helpdesk activities.
- Managed travel bookings, hotels, visas, guest houses and travel-desk operations for 50+ monthly travellers, achieving 20% hotel cost savings and supporting travel-policy compliance.
- Oversaw fleet, transport, fuel and driver coordination; organized a Goa event for 650 employees.

Vendors, HR Support & Governance

- Managed vendor lifecycle, contracts, SLAs, vendor reviews, invoices and payment coordination, focusing on cost optimization and service quality.
- Led a 25-member Administration team; coordinated attendance, pre-payroll audits, reconciliation, monthly reporting and 200+ HR compliance updates.
- Prepared administration budgets, monitored MIS and utilization dashboards, and supported governance, audit readiness and compliance.

EARLIER EXPERIENCE

BluSmart Mobility | Admin Executive & Front Office Coordinator | 2024–2025

GCIQC | Admin Executive & Receptionist | 2022–2024

Parwarish Institute | Inside Sales & Executive Assistant | 2018–2020

Service Max Facility Management | Admin Operations Lead | 2005–2009

PL Worldways Ltd | Events & Promotions Executive | 2004–2005

Anganwadi Project | Government Contractual Role | 1999–2003

EDUCATION & CERTIFICATIONS

- B.A. Economics — Himachal University
- Diploma in MS Office & Web Designing – Aptech

TECHNICAL SKILLS

MS Excel • MS Word • PowerPoint • ERP • HRMS • CRM • Attendance Management Systems • Deloitte Compliance Portal

DOB – 29 April 1980 | Chhatarpur. 110068