

CHIRAG NAGPAL

ASSISTANT MANAGER ADMIN

(+91) 8800384535 @ Chiragnagpal2014@gmail.com Sector 7, Gurgaon, Delhi NCR, INDIA



EXPERIENCE

Administrative Assistant Office Manager/Travel

Northern Arc Capital LTD

05/2015 - 02/2025 Gurgaon, India

NBFC company and Listed in share market

- Office Management & Operations
- Staff Supervision & Coordination
- Vendor & Facility Management
- Coordinate with vendors for office supplies, Security Equipment, Tea/coffee machine, Pest Control Services, Waste management, Parking arrangement of vehicle, housekeeping, and security services.
- Negotiate contracts and ensure vendor compliance with agreements.
- Ensure adherence to compliance with company policies, health, and safety regulations.
- Prepare reports, budgets, and administrative documentation.
- Assist in organizing company events, meetings, and conferences. Handle correspondence, including emails, letters, and official communications, Calender management.
- Travel Management / Reimbursement / Petty Cash / other miscellaneous expenses handling. Hotel Booking corporate tie up with Pan India group of Chain. Cab arrangement , Air ticket booking handling.
- Office branch set up handling.
- Handling Fire AMC & HVAC AMC & other AMC management

Administration Executive

Network Bulls Study Pvt Ltd

10/2014 - 04/2015 India

An educational institution providing networking and IT training

- Assisted in administrative tasks and support

Administration Assistant

Gupta College and Institute

05/2012 - 07/2014 Sohna

An educational institution providing Certification course, Degree and Diploma

- Assisted in administrative tasks and support

EDUCATION

MBA/PGDM - Administration & Travel

Madurai Kamaraj University (MKU)

2012 India

B.Com Commerce

Madurai Kamaraj University (MKU)

2010 India

12th CBSE Board, Haryana

Haryana

2006 India

10th HSBC Board, Haryana

Haryana

2004 India

SUMMARY

- Administrative Professional with 10+ years of progressive experience in administration, travel coordination, vendor management, facilities management, and executive assistance. Adept at leading administrative operations, optimizing workflows, and supporting executive leadership with strategic planning and organizational efficiency. Proven expertise in managing vendor relationships, coordinating complex travel logistics, and overseeing facility operations to ensure seamless day-to-day functioning. Strong leadership skills with a focus on team collaboration, problem-solving, and process improvement. Excellent communication and multitasking abilities, committed to driving productivity and maintaining high standards of professionalism in dynamic environments.

KEY ACHIEVEMENTS



Efficiency and Cost Savings Achievements

Successfully streamlined administrative processes and enhanced team productivity while saving costs

SKILLS

General Administration , Cafeteria Management ,Travel & Conferencing Support , Event Management, Microsoft Office, Microsoft Power Point, Admin Support & Facility Management, Calender Management, Travel Management, Event Management, Vendor Management, Expense Management, GST , Taxtation, Expense Management,Team Management , Infrastructure Management , Multitasking, Time Management , Security Management, Calender Mangement .

Your Skill

TRAINING / COURSES

SDI certified for handling customer / client dealing

HCL CDC

Modern office Management

DEI