

SURYA PRAKASH SEMWAL



Objective

A highly motivated and detail-oriented administrative professional with years of experience in managing office operations, supporting senior management, and ensuring efficient workflows. Seeking to contribute my organizational and multitasking skills

Experience

AIHIFusion Technologies Private Limited 2024- 30-Jan-26

Assistant Manager (Admin cum HR)

- Make travel arrangements for Individual/Group including hotel booking
- Track and make records bills & vouchers.
- Handling purchase related activities purchase, delivery. inspection, payment
- Stationery and Stock Management
- Vehicles Management
- Meeting and Event Management:
- Onboarded new employees, ensuring a smooth integration process and familiarizing them with company policies
- Petty cash
- Vendor Management

RNFI Services Private Limited

2022- 2023

Senior Exeutive Assistant & Admin Manager

- Make travel arrangements for Individual/Group including hotel booking
- Track and make records bills & vouchers.
- Handling purchase related activities purchase, delivery. inspection, payment
- File management (For Correspondence and Office Records) .
- Stationery and Stock Management
- Vehicles Management
- Executive Support:
- Meeting and Event Management:
- Facilities Management Ac, Equipment etc
- Petty cash
- Vendor Management

Toptime Network Private Limited

2019 - 2022

Executive Administration

- Make travel arrangements for Individual/Group including hotel booking
- Track and make records bills & vouchers.
- Handling purchase related activities purchase, delivery. inspection, payment
- File management (For Correspondence and Office Records) .
- Stationery and Stock Management
- Vendor Management

Envirotech Instrument Pvt Ltd

2014 - 2019

Executive Assistant & Admin

- Track and make records bills & vouchers.
- Handling purchase related activities purchase, delivery. inspection, payment .
- Printing Visiting Cards ID Cards, Envelops, Letter Heads Etc
- . File management (For Correspondence and Office Records) .
- Stationery and Stock Management
- Fixed Asset Purchases
- Vehicles Management

AFS - American field Service Office incharge

2009 - 2014

- Supervise and coordinate overall administrative activities, including reception, mail, general office support.
- Staff Coordination
- Facility Management:
- Maintain a clean, organized, and safe office environment.
- Office Operations

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3013-8 South Patel Nagar
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EDUCATION

M.B.A in (Hospitality & Tourism)

Sikkim Manipal University

2011 - 2013

B.Sc in (Hospitality & Tourism)

Sikkim Manipal University

2005 - 2008

EXPERTISE

Vendor Managements

Time Management

Facility Management

Travel Arrangements

Document & File Management

Financial Administration (Invoice processing, budgeting)

LANGUAGE

English

Hindi