

# ABHIJEET RAHA

Senior Administration Executive | Office & Facilities Management | SEZ & Customs Compliance  
+91 98318 86926 | rahaabhijeet17@gmail.com | Kolkata, West Bengal | Available Immediately  
Indian National | Indian Driving Licence (LMV) | IOSH – Managing Safely (UK, 2018) | PGDM | B.Sc.

**24+ Years**

Admin Experience

**SEZ / DTA**

Compliance Ops

**Customs  
Docs**

Import/Re-Export

**20+ Sites**

Facilities Managed

**Zero  
Breach**

Security Record

## PROFESSIONAL SUMMARY

Administration professional with 24+ years of hands-on experience spanning office administration, vendor management, invoicing, housekeeping supervision, stock reconciliation, asset management, and SEZ/customs compliance operations. Experienced in managing day-to-day administrative functions for large multi-site organisations including communications handling, file maintenance, purchase order preparation, and building infrastructure oversight. Familiar with DTA, Re-Export, IUT, EOL, and CSM documentation requirements and CHA coordination in SEZ environments. Fully available for night-shift operations and based in Kolkata.

## CORE COMPETENCIES

✓ Vendor Management & PO Processing	✓ Invoicing & Expense Tracking
✓ Housekeeping & Pantry Stock Control	✓ Asset Tagging & Record Keeping
✓ SEZ Compliance & Customs Documentation	✓ Import / Re-Export / DTA / IUT Docs
✓ Office Administration & Communication	✓ Fire Safety & Building Infra Checks
✓ Stock Reconciliation & Inventory Entry	✓ Scheduling, Reports & Presentations

## KEY ACHIEVEMENTS RELEVANT TO THIS ROLE

- **Managed end-to-end vendor operations including PO preparation, invoice processing, and payment tracking across 20+ sites — zero overdue compliance incidents.**
- Maintained housekeeping and pantry stock levels, consumable inventory, and daily material stock entries for 1,400+ employee environments across multiple locations.
- Handled customs documentation and coordinated with CHA for DTA, Re-Export, IUT, EOL, CSM, and Scrape Disposal documentation during tenure at Raj Agro Industries (Ethiopia).
- Administered SEZ-related compliance activities, import/export logistics, and government liaison for goods and services clearance with zero non-compliance incidents.
- Maintained 100% statutory compliance across all tenures — licences, registrations, insurance, fire safety checks, and regulatory inspections — with zero violations.
- Implemented digital asset-tracking systems and structured SOPs, improving audit-readiness and record-keeping accuracy across organisations.
- Managed all incoming/outgoing communications — emails, phone calls, visitor management, and stakeholder coordination — for large multicultural workforce environments.

## PROFESSIONAL EXPERIENCE

### Head – Administration & Facilities Management

Artee Industries Ltd. (SPAR International) — Nigeria | May 2021 – Nov 2025

- **Managed vendor onboarding, SLA tracking, PO preparation, invoicing, and payment processing across 20+ locations including supermarkets, malls, and manufacturing units.**
- Supervised housekeeping teams and pantry/consumable stock levels; maintained daily material inventory and stock entry records across all sites.

- Conducted asset tagging and record keeping for all equipment; implemented digital asset-tracking system improving audit-readiness.
- Managed all office communications — emails, phone calls, internal mail — and coordinated scheduling of meetings, leadership visits, and town halls for 1,400+ employees.
- Prepared purchase orders, expense reports, presentations, and administrative materials as required by senior management.
- Oversaw building infrastructure — electrical, plumbing, HVAC, generators, lifts — and conducted regular fire safety and appliance functionality checks.
- Maintained files, databases, and records in an organised manner; achieved 15–20% OPEX reduction through vendor renegotiation and stock rationalisation.

### **Administration Manager – Facilities, Security & Logistics**

*Raj Agro Industries PLC — Ethiopia | Apr 2018 – May 2021*

- **Handled customs documentation and liaised with CHA for DTA filing, import/export clearance, Re-Export, IUT, and Scrape Disposal documentation.**
- Managed staff accommodation, canteen services, and consumable stock for 500+ factory workers; oversaw housekeeping attendance and daily inventory records.
- Administered SLA management, licence renewals, statutory compliance, and regulatory coordination; handled expatriate visa and work-permit processing.
- Maintained comprehensive files and records for compliance audits; prepared MIS reports and administrative presentations for senior leadership.

### **Base Manager – Administration, Operations & Facilities**

*United Oil Production Systems Ltd. (Sterling Group) — Nigeria | Oct 2015 – Mar 2018*

- **Established base office and five rig-site administrations from ground zero — office infrastructure, asset inventories, staff accommodation, and logistics systems.**
- Managed incoming/outgoing communications, scheduling, vendor coordination, and daily administrative operations across multiple remote sites.
- Administered procurement, purchase orders, stock reconciliation, and consumable management for remote operations; maintained disciplined expense tracking.

### **Senior Manager – Administration & Operations**

*KCC Buildcon Pvt. Ltd. — West Bengal, India | Feb 2013 – Sep 2015*

- Managed 100% statutory compliance under Indian Labour Law, CLRA, Factories Act, and PF/ESI; liaised with government authorities including Labour Dept. and Police.
- Maintained site records, files, and databases; prepared regulatory compliance reports and administrative documentation for highway construction projects.
- Oversaw vendor management, security, fleet coordination, and payroll inputs for 300+ contract labour workforce.

### **Deputy Manager – General Affairs & Administration**

*Simplex Infrastructures Ltd. — Dubai, UAE & Africa | May 2007 – Feb 2013*

- Served as primary PRO for U-Bora Towers, Dubai — sole liaison with MOHRE, Dubai Municipality, Civil Defence, DEWA, and Dubai Police; 100% on-time visa cycle compliance.
- In Africa operations (2011–2013): managed customs, import logistics, and expatriate documentation for projects across Ethiopia, Zambia, and Tanzania.
- Administered UAE Labour Law compliance — contracts, leave, gratuity, disciplinary procedures — with zero Ministry of Labour violations.

### **Branch Manager – Facilities Management & Security Services**

*G4S Securicor PLC (UK) — West Bengal & Jharkhand, India | Sep 2005 – Apr 2007*

- Ranked #1 nationally among 14 branches for business generation and administrative excellence — January and February 2006.
- Led IFM service delivery across multiple client sites; managed vendor relationships, service contracts, SLA compliance, and branch administration.

## **TECHNOLOGY & SYSTEMS**

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MS Office Suite (Word, Excel, PowerPoint, Outlook) | ERP Platforms | HRIS Systems | Asset Infinity | CMMS | BMS (Building Management System) | CAFM Software | Digital Asset-Tracking Tools

## EDUCATION & CERTIFICATIONS

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**IOSH – Managing Safely** | Institution of Occupational Safety & Health, UK | 2018

**Post Graduate Diploma in Management (PGDM)** | Bhavan's College, Kolkata | 2000

**Bachelor of Science (B.Sc.)** | Canning College, Lucknow University | 1989

## PERSONAL DETAILS

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Nationality: Indian | Languages: English, Hindi, Bengali | Driving Licence: Indian LMV | Shift Preference: Open to Any Shift | Location: Kolkata (Immediate Joiner)