

MUKESH KASHYAP

ADMINISTRATIVE ASSISTANT

Shahbad Dairy Delhi-110042 ● +91-8447888823 ● mukeshkashyapnk@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Administrative Assistant with **10+ years** of expertise in office management, procurement, vendor coordination, and financial administration. Proficient in MS Office Suite and Dynamic 365, with a strong ability to streamline administrative processes and enhance organizational efficiency.

SKILLS

- Office Administration & Coordination
- Ensure the proper execution of office maintenance and repair activities
- Financial Administration & Budgeting
- Procurement & Purchase Orders
- Logistics & Supply Chain Support
- Filing & Record Management
- Internet Research & Data Entry
- Petty Cash Management with 100% Reconciliation Accuracy
- Vendor & Inventory Management
- MS Office (Word, Excel, Outlook, Dynamic 365)
- Data Entry & Documentation
- Customer Service & Communication
- E-Requester & Procurement Tools
- Inventory & Stock Management
- Housekeeping and Security Management

WORK HISTORY

Administrative Assistant | March 2015 – Current

CHILDREN – New Delhi

- Provided day-to-day administrative and operational support to all departments.
- Created purchase orders, coordinated with vendors, and managed RFQs.
- Managed petty cash transactions and maintained reconciliation records.
- Organized accommodation, transportation, and event planning.
- Maintained stock registers, GRN book, and inventory records.
- Conducted monthly inventory audits and reported discrepancies.
- Ensured smooth coordination between security, housekeeping, and pantry staff.
- Assisted during internal and external audits.
- Developed and supported digital & physical filing systems.
- Consulted with utility providers to ensure prompt bill payments.

Community Centre Economic Facilitator | December 2020 – December 2021

CHILDREN – New Delhi

- Supported economic aid distribution for caregivers.
- Manage food supply distribution for Nutrition Rehabilitation and ECCD programs.

- Conducted call verifications and reviewed cheque requests.
- Strengthened economic distribution data in coordination with MEL teams.
- Provided on-field support for program implementation in local communities.

Office Assistant | June 2012 – Dec 2015

Sterling Morya Private Limited – New Delhi

- Handled bank-related work & courier dispatch.
- Performed data entry & procurement assistance.
- Supervised housekeeping & pantry staff.
- Coordinated office repair & maintenance tasks.

KEY ACHIEVEMENTS

- Reduced procurement costs by 15% through vendor negotiations.
- Improved document retrieval time by 30% by implementing an efficient filing system.
- Managed inventory with 0 shortages, ensuring seamless workflow.

EDUCATION

B.A. Program | 2012 – 2015

Delhi University

12th Grade | 2012

CBSE

10th Grade | 2010

CBSE

PERSONAL INFORMATION

- **Date of Birth:** 25/February/1994
- **Nationality:** Indian
- **Marital Status:** Married