

# TARUN SAMBHVANI

Administration, Facilities, Procurement, Operations & MIS Management Professional With 18 Years of Expertise.

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## Personal Information:

**Date of Birth:** 16/12/1987 (Age: 35)

**Gender:** Male (He/Him)

**Languages:** English, Hindi, Gujarati, Sindhi & German (Beginner)

**Qualities:** Honest, Trustworthy & Organized.

## Educational Qualifications:

Education	University/Board	Percentage	Passing Year
Bachelor's in arts (Graduation)	Gujarat University	60%	May-2010
Higher studies (10+2) (Science)	Gujarat State Higher Education Board	52%	May-2005
Secondary studies (10th Class)	Gujarat State Education Board	65%	May-2003
Data Science (Tableau, SQL, Python)	Fingertips Academy	-	Pursuing

## Skills:

- |   |  |
|---|--|
| (1) Proficient in all operating systems.  | (2) Proficient in MS Office.               |
| (3) Knowledge of various financial software.  | (4) Administration & facilities management |
| (5) MIS Reports, records & database management  | (6) Procurement & vendor management        |
| (7) Repair & maintenance management   | (8) Liaison/Co. Ordination                 |
| (9) Customer support & front desk management.   | (10) Highly technical expertise            |
| (11) Office operations management   | (12) Hospitality management                |
| (13) Advanced in MS Excel (Master in formulas, formats, functions & shortcuts V/X/H lookups, Ifs, Counts, Pivot, Macros & many more.) | (14) Typing speed: 40+ WPM                 |
| (15) Cost reduction expertise   | (16) ChatGPT & AI tools user. (Updated)    |

## Strengths:

- |                                     |  |                                 |
|-------------------------------------|--|---------------------------------|
| (1) Effective Communication         | (2) Quick learner  | (3) Strong interpersonal skills |
| (4) Effective behavior management   | (5) Adaptable to new projects                                  | (6) Embraces challenges         |
| (6) Skilled in R&D for new projects | (7) Proactively engage in continuous learning to stay updated. |                                 |

## Experiences:

### Administration & Operations Manager

Fincare Small Finance Bank Limited

📅 10/2017- Currently Working 📍 Ahmedabad, India

## Responsibilities:

- Oversaw administrative functions for the head office, managing maintenance, petty cash, and facilities.
- Led a team of 6 individuals, providing guidance and ensuring smooth operations.
- Supported infrastructure teams in setting up new branches by identifying vendors and managing procurement.
- Handled asset issuance to new employees and managed the return process during resignations. (i.e., Laptops, Tablets, Mobiles, CUG Sim Cards)
- Managed the inward and outward flow of couriers, ensuring efficient tracking and delivery.
- Maintained a comprehensive database for assets, procurement, and facilities.
- Capex Handling. (From Finance to CFO coordination)
- Procurement from exploring new vendor, agreements, PO, Delivery of Material, Billing.
- Hospitality. (Travel, Ticketing, Stay, Events)
- Housekeeping & petty cash management.
- Liaising and Compliances Management.

- Disbursement process
- Documents archival & retrievals. (Loan documents, account opening documents, vouchers, registers)
- Warehouse management.
- Coordinated with 600 branches, regional, divisional, and zonal managers for timely document submissions.
- Compiled monthly MIS reports, providing insights into branch-wise document status.

**Regional Administration Manager**  
**Reliance Securities Limited.**

 **09/2014-05/2017**      **📍 Ahmedabad, India**

**Responsibilities:**

- Branch setup. (From exploring new locations to handover ready branch for business)
- Hospitality. (Travel, Ticketing, Stay, Events)
- Housekeeping management.
- Maintained a comprehensive database for assets, procurement, and facilities.
- Lesioning and compliances Management.
- Salaries & incentive.
- Petty Cash Management
- Insurance policies forms scrutiny process with KYCs. Login, issuance, and claims of policies.
- Operation knowledge of offices.
- Handled asset issuance to new employees and managed the return process during resignations. (i.e Laptops, Tablets, Mobiles, CUG Sim Cards)
- Regular branch visits across India.

**General Manager – Heritage Hotel**  
**Corporate Suites- The Heritage Hotel**

 **04/2009-11/2013**      **📍 Ahmedabad, India**

**Responsibilities:**

- Handled sales of hotel rooms.
- Handled reception, housekeeping department. and junior staff.
- Handed I.T. related queries.
- Handed store management.
- Guest relation.
- Kitchen department and equipment management.
- Salaries, Vendor's payment, Voucher, Stationeries, Marketing related materials handled.

**Senior Administration Manager**  
**India Infoline Limited**

 **08/2005-03/2010**      **📍 Ahmedabad, India**

**Responsibilities:**

- Same job profile as mentioned in Reliance Securities Limited

**Projects Handled:**

- Successfully orchestrated end-to-end new branch setup projects at India Infoline and Reliance Securities, demonstrating proficiency in location scouting, project planning, and timely delivery of fully operational offices to business team.
- Played a pivotal role at Fincare Bank, providing substantial backend support to the infra team, ensuring seamless procurement of assets for timely establishment of over 40 branches within a two-month timeframe.
- Executed a comprehensive project at Fincare Bank. Overseeing the collection of loan documents from approximately 150,000 customers across 400 branches. Skillfully organized and stored the documentation at a central warehouse within an impressive three-month period.

**Declaration:**

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

**TARUN SAMBHVANI**