

Rekha Sameera Mangena

Email - sameeraprakash0525@gmail.com

Mobile – 9741320474

PROFESSIONAL SUMMARY:

Detail-oriented and proactive administrative professional with 3 years of experience in coordinating office activities and operations. Skilled in handling communications, supporting budgeting and bookkeeping procedures and maintaining accurate records and databases. Adapt at ensuring compliance with company policies and contributing to overall office efficiency.

WORK EXPERIENCE:

Administration Executive

El-Roi Infra Projects LLP | August 2024-March 2025

- Managed daily admin tasks to ensure efficient office operations and team coordination.
- Maintained organized digital and physical filing systems for easy record access.
- Acted as a point of contact between employees, management and external parties.
- Maintained employee records and coordinated with HR on policy implementation.
- Tracked employee attendance, leaves and performance related data.
- Scheduled meetings and appointments with internal teams and clients.
- Prepared agendas and minutes of meeting for management review.
- Answered phone calls and emails for the timely communication.
- Processed invoices, expenses claim and handled petty cash.
- Maintained office assets data ensured equipment is functional.
- Handled procurement of supplies and monitored inventory levels.
- Negotiated vendor contracts, achieving cost-effective procurement solutions.
- Managed purchase orders, contracts, and vendor agreements align with policies.
- Tracked deliveries, resolved delays and ensured timely receipt of goods.
- Maintained accurate procurement records, reports, and vendor databases.
- Adapted to new technologies and trends, improving team performance.

Operations Executive

Wehands Interio LLP | June 2023-July 2024

- Supported office operations through documentation, data entry and record-keeping.
- Responded to client queries and followed up with vendors and service providers.
- Maintained stock of office supplies and processed orders as required.
- Maintained accurate employee records in line with company policies
- Coordinated with Payroll team for timely payroll processing.
- Released purchase orders and work orders to sub-contractors.
- Submitted weekly site progress reports to keep management updated on project status.
- Managed workforce scheduling and resource allocation to optimize operational efficiency.
- Handled site handover documentation, ensuring 100% on-time submission and compliance.

- Collaborated with other department members to collate operational data and also maintained and tracked inventory, shipping information.
- Monitored and analyzed daily business process practices and fulfilled guidelines.

Data Analyst

Agre Strategies Private Limited: November 2013-February 2015

- Collected the data from multiple sources for analysis and reporting.
- Created dashboards, charts and reports using tools like Excel.
- Prepared daily, weekly and monthly reports on commodity pricing, inventory levels, and procurement data.
- Assisted in forecasting commodity demand and pricing using historical data and statistical tools.
- Ensured data integrity and performed regular audits to maintain high-quality reporting.
- Successfully presented interpreted data and conclusions to team in order to improve their strategies and operations.
- Holding experience with outlook, MS Excel for the data management

TECHNICAL SKILLS:

- Microsoft Office Suite (Excel, Word, Power Point)
- Google Workspace (Docs & Sheets)
- Zoho Books

EDUCATION:

- MBA

PERSONAL DETAILS:

- Date of Birth : 04th January 1989
- Languages Known : English, Hindi & Telugu
- Location : Bengaluru.

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Bangalore

Rekha Sameera Mangena