

Rekha Sameera Mangena

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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.
- Scheduled meetings and appointments with internal teams and clients.
- Handled all incoming/outgoing calls, emails and mail for timely communication.
- Tracked office expenses and supported invoice preparation and budgeting.
- Handled end-to-end procurement and supply chain operations.
- Negotiated vendor contracts, achieving cost-effective procurement solutions.
- Ensured prompt payment to vendors for processed orders.
- Sourced suppliers and negotiated rates to optimize purchasing costs.
- Managed purchase orders, contracts, and vendor agreements in line with policies.
- Monitored inventory and coordinated with departments for procurement planning.
- Tracked deliveries, resolved delays and ensured timely receipt of goods.
- Maintained accurate procurement records, reports, and vendor databases.
- Embraced 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 and updated employee records, ensuring accuracy and compliance with company policies.
- Coordinated with Payroll team for timely payroll processing.
- Released purchase orders and work orders to sub-contractors.
- Prepared and submitted weekly site progress reports and ensured management were informed of project status.

- Managed workforce scheduling and resource allocation to optimize operational efficiency.
- Handled site handover documentation ensuring 100% timely submission to clients and meeting compliance and project completion requirements.
- 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 : Retreat Signaa Apartments, Belathur Main Road, Bangalore

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

Date:

Place: Bangalore

Rekha Sameera Mangena