

Soham Modi

From: praveen@modiproperties.com
Sent: 15 02 2017 10:40
To: Soham Modi
Cc: Vijay Bhaskar; Kirti Kumar; Karna Mehta; Admin Modi; Praveen Busipaka
Subject: Admin works explained & trained to Mr. Vijay Bhasker & Kirthi Kumar.

To,
Soham sir,

Admin works explained & trained to Mr. Vijay Bhasker & Kirthi Kumar.

1. Biometric devise
 - a. Explained about how to use bio metric devise
 - b. How to do entries workers and employees ID's
 - c. Uploading of attendance log
 - d. Difference in payments of On/ac, Dept and job work.
 - e. Making of vouchers
 - f. Preparing of job work note and sent HO with in time period.
 - g. Maintenance of admin files
 - h. Day to day circulars files (filing)
2. Database & database registers.
 - a. How to write register (Inward, Outward, Hire, Electricity consumption, Bills and Dc's, building material and etc and trained to security person also.
3. Requisition file.
 - a. How to file the requisitions and maintain of requisitions file of Requisition pending file and requisition received file
 - b. How to file a PO/ WO for requisitions
 - c. How to prepare remarks on site report of purchase dept on every Saturday
 - d. Procedure of writing out ward gate passes
 - e. Procedure of writing material shifting and material issues forms at site.
4. Miscellaneous
 - a. Explained how to maintain key labelling and key registers.
 - b. Explained how to update utility payment record in google docs.
 - c. Explained about not to accept building material before 9am and after 6pm. Without due authorization.
5. Deployed a security supervisor and security guard at from 15.02.2017 and explained duties to them.

Store database and store material how to updating is pending i am planning to go on Tuesday (21.02.17)

Regards,

B Praveen

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