

Seasoned Admin and facility management professional and a problem-solver with 16 plus years of experience leading cross-functional teams, developing processes, policies and managing workflows for a wide range of projects, including new office setup / Shipyard projects, expansion plans, travel management, expat management, security management, transport management, Vendor management, real estate/ lease management, government compliances, cost management & budgeting. Experienced Program Manager in Facilities & Administration with a demonstrated history. Setting up transport operations, Vendor Management, Large Cafeteria Operations, and guest house management.

Professional Summary

- Cross-functional professional with over 16 years of comprehensive experience in Facility Management, emphasising Administration and Operations Management.
- Experienced in Asset Management, Real Estate Management, Strategic Manpower Planning, and Cost Optimisation.
- Excellent record in Time Management, Security Management, Transport Management, and Procurement Management.
- Outstanding skills in Vendor Negotiations, Budgeting, Inventory Management, Cafeteria Management, and Project Management.
- Proven ability in executing policies & procedures, focusing on Housekeeping Management, Preventive Maintenance & AMCs, and Travel Management.
- Demonstrated competence in Guest house Management, Expat Management, VISA processing, FFRO, and liaison management.

Career Timeline

Jul 2024 - Mar 2025	Sr. Manager Admin & Facility Jukshio Technology Innovation Pvt Ltd
Aug 2023 - Jun 2024	Sr. Manager Admin & Facility Diversified A V India Pvt Ltd
Nov 2021 - Aug 2023	Facility Team Lead APM Terminals India Ltd
Sep 2018 - Jan 2020	Operations Manager Built Gain Legal Consultant & Services India Pvt Ltd
Nov 2017 - Sep 2018	Admin Manager Kalpataru Ltd
Aug 2013 - Nov 2017	Asst. Manager Shelf Drilling Services
Feb 2010 - Aug 2013	Asst. Manager Transocean India

Work Experience

Jul 2024 - Mar 2025	Sr. Manager Admin & Facility Jukshio Technology Innovation Pvt Ltd (Hyderabad ,Telangana) <i>Responsible for the entire facility management and administration of the corporate office, which is 50,000 sq. ft., and six satellite offices. Oversaw manpower deployment for housekeeping, security, transport, and travel management. Managed vendor relationships and contract negotiations. Handled AMC for the AC and DG set. Maintained infrastructure for satellite offices. Managed the full range of administrative tasks. Manage government liaisons as per the rules and regulations.</i>
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Soft Skills

- Leadership
- Teamwork
- Problem-solving
- Communication

Technical Skills

Cafeteria Management	<div></div>
Vendor Negotiations	<div></div>
Facility Management	<div></div>
Budgeting	<div></div>
Security Management	<div></div>
Travel Management	<div></div>
Project Management	<div></div>

Core Competencies

- Security Management
- Transport Management
- Vendor Management
- Facility Management
- Travel Management
- Govt.Liaisoning

Education

- **MBA: HRM**
Vaikunth Metha National Institue,Pune
Jul 1997 - Jun 1999
- **Bachelor of Science: Physics**
Shivaji University
Jul 1993 - Jul 1996

Languages

- English
- Marathi
- Hindi

Achievements

- Managed end-to-end Administrative and Infrastructure management for a 1.3 lakh sq ft area at Kalpataru Ltd while complying with all statutory norms.
- Managed end-to-end Administrative and Infrastructure management for a

Achievements:

Managed 50000 Sq. ft office + Satellite offices {06}

Streamline the Admin process by introducing the FM app

Aug 2023 - Jun 2024

Sr. Manager Admin & Facility

Diversified A V India Pvt Ltd (Bangalore , Karnataka)

- *Managing the entire gamut of administration tasks*
- *Managing 22000 sq. ft. area of office space*
- *Project set up with site selection, checking of legal documentation, infrastructural Planning, Lease Execution, IT setup & implementation with Operational readiness, inclusive of provisioning of furniture & fixtures.*
- *Managing the entire office administrative budget efficiently.*
- *Cost Improvisation, Vendor Identification, Contract Management.*
- *Preventive maintenance & AMC for ACs,*
- *Travel Management. Managing travel for all the staff with Hotel and flight bookings.*
- *Accommodation & Transport Management for expatriate clients.*
- *Statutory compliance as per state & central laws in force.*
- *Managing CSR acclivities across India and Employee Engagement programmes with Annual events.*

Achievements:

Completed new office set up for 22000 sq.ft area

Nov 2021 - Aug 2023

Facility Team Lead

APM Terminals India Ltd (Mumbai, Maharashtra)

Working as a facility team lead, ensuring smooth operation of the facility management and administration of the site. Coordinating between different departments of the organization such as housekeeping, security, travel desk, cafeteria, etc. Making efficient use of resources and personnel to maintain optimum facility performance.

Achievements:

Managed a 3 Lakh area of Container warehousing facility

Quality improvement of vendors' performance

Cafeteria management for 3 meals daily for staff and third party

Sep 2018 - Jan 2020

Operations Manager

Built Gain Legal Consultant & Services India Pvt Ltd (Pune, Maharashtra)

Analyzed and refreshed the operational and managerial tactics of the corporate office. Devised intentional strategies for better manpower utilization resulting in improved productivity. Supervised overall administrative tasks ensuring seamless operations and meeting all regulatory and compliance needs.

Achievements:

- *Managed the Corporate office of 15000 sq. ft.*
- *Oversaw HR aspects such as new employee onboarding and payroll systems*

Nov 2017 - Sep 2018

1.5 lakh sq ft area at HSBC Software Development Centre.

- *Managed end-to-end Administrative and Infrastructure management for a 3 lakh sq. ft area at Maersk India Ltd while complying with all statutory norms*
- *Shipyard project in Gujarat for manpower allocation and facilities management for approximately 900 persons at Shelf Drilling India*
- *Setting up new offices at Hyderabad, Kakinada, Visakhapatnam, Chennai and Gujarat, ranging from 500 sq. ft to 2500 sq ft area*
- *Successfully managed an area of 54000 sq.Ft standardised Administration & Facilities function at Transocean India, resulting in optimised profits and service level agreements.*
- *Setting up a new office project (20000 Sq.Ft) at Shelf Drilling India Ltd (Mumbai) and 25000 Sq.ft at Diversified AV India (Bangalore) — involving identification, negotiation, tendering, supervision, and completion of the project within the timelines and as per requirements.*

Admin Manager

Kalpataru Ltd (Mumbai, Maharashtra)

In addition to handling administrative responsibilities over a vast area, also managed a large number of employees and contractors. Ensured all laws, regulations, and policies were strictly followed under my stewardship. Assisted in creating a budget that allowed for more efficient use of company resources.

Achievements:

- Administered 1.3 lakh sq. ft. area
- Successfully managed strength of 1100 employees and contractors
- Implemented cost-effective sourcing strategies

Aug 2013 - Nov 2017

Asst. Manager

Shelf Drilling Services (Mumbai, Maharashtra)

Executed office setup project of 20000Sq.Ft successfully. Led and managed the admin team efficiently toward clean and smooth running of daily operations. Effectively handled budgeting, and costing, and coordinated with the regional Dubai office for policy implementation.

Achievements:

- Successful setup of new office project of 20000Sq.Ft
- Skilled in budget handling and cost-effectiveness
- Popularised, standardised and smooth-running administrative procedures

Feb 2010 - Aug 2013

Asst. Manager

Transocean India (Mumbai, Maharashtra)

Maintained and enhanced smooth operation through premier area management and efficient vendor interaction. Captained not only with cost, budget, and strategic planning but liaised internationally with Houston, USA HQ ensuring synchronized global company policy implementation.

- Controlling costs and budget optimization and strategic planning
- Vendor management and agreement handling
- Coordinated with Houston, USA HQ in terms of Universal Policy implementation
- Managed area of 54000 Sq. ft. standardized Administration & Facilities function

Achievements:

- Administered 54000 Sq. Ft area for standardised processes
- Drove cost-saving initiatives, leading to considerable savings for the company

Projects

Shipyard Project at Pipavav/ New Office Project

Managed a Shipyard project in Gujarat for manpower allocation and facilities management for approximately 900 persons (contract) + 200 on roll and New Office Project of 22000 Sq.ft in Mumbai and 25000 Sq.ft in Bangalore