



Anil Yadav



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CAREER CHRONOLOGY

- Jan 2020 till date
Associate Director
Administration
Games24x7 - my11circle
- Nov 2016 to Mar 2019
AVP (Location Head)
Administration
Swiss Reinsurance
Company Limited (MNC)
- May 2015 to Nov 2016
Head
Administration
Trust Capital
- Jun 2013 to Aug 2014
Head
Administration
Morningstar India (MNC)
- Nov 2012 to May 2013
Manager
Administration
NPCI (RuPay)
- May 2011 to Oct 2012
Asst. Manager
Administration
Merck Limited (MNC)
- Dec 2007 to May 2011
Associate
Administration
PricewaterhouseCoopers
Pvt. Ltd. (MNC)
- June 2002 to Nov 2007
Admin In charge
Personal Computer
Maintenance Services

With a strong foundation in administration and facilities management, I have spent over 20 years supporting organizations across multiple office locations and various industries.

As a highly methodical and dynamic professional, I have led teams, managed people, and mentored professionals to foster a collaborative and growth-oriented work environment while achieving both individual and organizational goals.

Having progressed through the ranks from junior admin roles to Head of Administration and Facilities, I have firsthand experience of the challenges and opportunities that come with managing workplace operations. This journey has given me a comprehensive understanding of administrative functions at every level, enabling me to anticipate challenges, develop practical solutions, and implement strategies that drive efficiency and productivity.

I specialize in managing projects, streamlining operations, driving process improvements, and delivering cost savings, all while ensuring seamless facility management. My expertise lies in people management, leading teams, and implementing best practices to enhance workplace efficiency and overall organizational productivity.

Diverse Industry Experience

- **Gaming & Technology**
- **Insurance**
- **NBFC**
- **Pharmaceuticals**
- **Consulting**
- **Sales & Service**

This diverse background has equipped me with a comprehensive understanding of various operational landscapes, enabling me to implement best practices tailored to each industry's unique requirements.

Core Competencies

Infra Management & Office Projects
Facilities Management
Vendor Management
Travel Management
Budgeting (Capex & Opex Monitoring)
Compliance Management
Process Optimization

Warehouse Management
Risk Management
Stakeholder Management
People Management
Event Management

Professional Experience

◆ Games24x7 - my11circle

Jan 2020 till date

Associate Director - Administration

Reporting to : HR Head CHRO
Team Size : 7 direct (Pan India)
Locations : Mumbai, Bengaluru, Delhi

◆ Swiss Reinsurance Company Ltd.

Nov 2016 to Mar 2019

AVP (Location Head)

Reporting to : Admin Head
Team Size : 3 direct
Locations : Mumbai and APAC (support)

◆ Trust Capital

May 2015 to Nov 2016

Head - Administration

Reporting to : HR Head CHRO
Team Size : 4 direct
Locations : Mumbai

◆ Morningstar India

Jun 2013 to Aug 2014

Head - Administration

Reporting to : MD Morningstar
Team Size : 4 direct
Locations : Mumbai

◆ NPCI (RuPay)

Nov 2012 to May 2013

Manager- Admin & Facilities

Reporting to : Admin Head
Location : Mumbai

◆ Merck Limited

May 2011 to Oct 2012

Assistant Manager - Admin & Facilities

Reporting to : Admin Head
Team Size : 4 direct (Pan India)
Locations : Mumbai (Worli, Nerul), Ahmedabad, Kolkata

◆ PricewaterhouseCoopers Pvt. Ltd.

Dec 2007 to May 2011

Associate - Administration

Reporting to : Admin Head
Team Size : 2 direct (Pan India)
Locations : Mumbai (Dadar, Bandra) and Ahmedabad

Key Achievements

Games24x7 - my11circle

- Orchestrated PAN India administration ops., driving seamless support for 1,000 employees across multiple locations.
- Cultivated a high-performance administration team, overseeing talent acquisition, training initiatives, and strategic role alignment.
- Spearheaded 2 major office Project Mumbai (300-seater) and Bangalore(700 Seater), managing a ₹27 Cr budget, while executing a high-priority Mumbai renovation project.
- Implemented a cutting-edge self-booking travel portal, optimizing employee travel management and operational efficiency.
- Introduced an access-controlled attendance system, fortifying security protocols and enhancing employee tracking accuracy.
- Led the ISO 27001 certification process for administration functions, ensuring stringent compliance with international standards.

- Deployed an advanced digital register management system, streamlining visitor tracking and enhancing op. workflow.
- Optimized cafeteria operations in Bangalore, driving significant improvements in service delivery and cost efficiency.
- Architected an MIS framework and budgeting system, managing an annual budget of ₹32 Cr to drive financial discipline and transparency.
- Executed a PAN India offsite event successfully, ensuring flawless logistical coordination and strategic op. support.
- Managed IPL travel logistics and presentations for 2024, ensuring meticulous planning and seamless execution.

Swiss Reinsurance Company Limited

- Spearheaded global service standardization initiatives and executed advanced cost optimization strategies, driving operational efficiencies.
- Streamlined post-office project service delivery, encompassing both hard and soft services, to ensure seamless operational continuity.
- Championed vendor optimization programs and successfully implemented Integrated Facility Management (IFM).
- Provided strategic regional support for APAC, managing systems such as Contact One, Schedule Now, Visitor Registration, and SWN.
- Led regional safety audits, Business Continuity Management planning, executed annual cost optimization initiatives.

MorningStar, Trust Capital

- Spearheaded 1 major office Project Mumbai (250 Seater) and 6th Floor renovation
- Cultivated a high-performance administration team, overseeing talent acquisition, training initiatives, and strategic role alignment.
- Instituted operational protocols for car bookings and developed an MIS tracking system, enhancing billing accuracy and financial planning.
- Implemented strategic policies including access control, weekend working protocols, and material inward/outward procedures.
- Directed security and fire audits, ensuring full statutory compliance and managing execution of findings by fire drill training & preparedness.

Merck Limited

- Managed 5 new office projects from inception to completion, successfully completing them within 5 months with a total project value of 3.5 Cr.
- Introduced a vendor empanelment policy.
- Implemented a procurement policy for non-IT materials.
- Streamlined housekeeping and security services at the Nerul offices during the tenure.

PWC

- Streamlined the record management system during the Satyam Case of 2010.
- Optimized AMC and contract renewals for effective vendor management and empanelment.
- Managed the implementation of CCTV surveillance across offices, with a budget of 12 lakhs, and oversaw its operations.

Educational Qualification

- **Bachelor of Engineering** Electronics & Telecom Engineering through MGM College Of Engineering and Tech, Mumbai University (2002)
- **MBA** from SIES Institute of Management Studies in Human Resources (2011)

Personal Details

Age : 46 years
Nationality : Indian
Location : Mumbai
Languages : English, Hindi, Marathi

Interests

I have represented my college at university level Cricket tournaments. Represented PwC in all corporate cricket tournaments. Represented Merck limited cricket team at MCA tournaments. Represented Merck in Times D- division tournament and other limited over matches. I also share a very special bond with animals and do whatever I can to care for them.

The above information provided is true and to the best of my knowledge. Pls. request further references if needed, for your perusal.