


Dharmesh Joshi


Administration & Operations Manager


With 15 years of proven success in administration and operations, I specialize in building efficient systems, streamlining processes, and leading high-performing teams. I bring strategic thinking, attention to detail, and a calm head under pressure—ensuring smooth day-to-day operations that drive long-term business success.



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WORK EXPERIENCE

Executive Lead Admin Omron Automation Pvt Ltd

01/2020 - 03/2025

Mumbai

Achievements/Tasks

- Develop and implement administration policies and procedures to ensure efficient operations
- Manage a team of administrators, providing guidance and support as needed
- Liaise with various departments to coordinate administrative efforts and address issues
- Oversee facility management, including maintenance, security, and vendor relationships
- Ensure compliance with regulatory requirements and company policies
- Optimize administrative processes to improve productivity and cost-effectiveness
- Prepare reports and presentations for senior management on administrative activities
- Participate in strategic planning and decision-making to support the company's growth objectives
- Vendor Liaison: Coordinating with Landlords, Building Management and Vendors on regular basis for admin related work.

SKILLS

Strong Communication Skills

Vendor and stakeholder Negotiation

Budgeting, cost control & resource allocation

Stakeholder Management

MIS & Dashboards

Procurement & vendor management

EDUCATION

B Com University of Mumbai

06/2007 - 04/2010

Mumbai

Assistant Manger Air Magnet Engineers

04/2015 - 12/2019

Mumbai

Achievements/Tasks

- As a Assistant Manager – Administration I was responsible for supporting and streamlining day-to-day administrative functions to ensure smooth organizational operations. This role involved implementing policies, managing facilities, coordinating with vendors, handling compliance, and overseeing general administrative activities.

Officer Admin & HR KFCH Restaurant Pvt Ltd

01/2012 - 03/2015

Mumbai

Learning Coordinator Chrysalis HRD

08/2010 - 02/2011

Mumbai