



HEMANT PABALKAR

Leveraging over 25 years of experience in
General Administration / Facility Management functions in Mumbai.

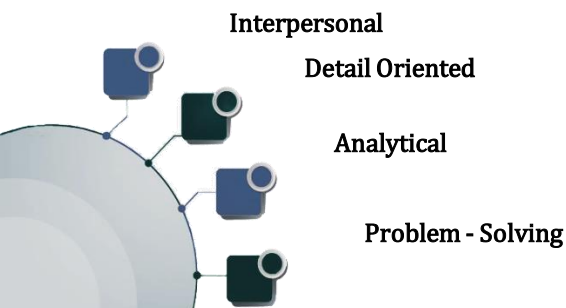


Key Impact Areas

- General Administration / Facilities management
- Security & Vigilance
- Vendor management
- Transport Management
- Cafeteria Management
- CSR Activities
- Team Management & Leadership
- AMC / SLA/ Rate Contracts
- New Office Set up



Soft Skills



Education

2009 -2011	Master's in Business Administration [Distance Learning Course]
1995-1998	NCTVT – Diploma in Maintenance Mechanical of Chemical Plant
1991-1992	HSC – [Higher Secondary]
1988-1989	SSC – [Secondary School]



Profile Summery

- Delivered expertise in **Facility and Administration** enhanced the employee experience and **steered continuous process improvement**
- **Housekeeping** –Ensuring Clean and Hygiene office, Garden Landscaping Pest Control. HVAC Maintenance
- **Procurement** - Formulation of purchases & procurement policy, vendor development
- **Travel & Transport** – Providing Cab Services to employee, Billing for Transport agencies.
- **Liasoning with Govt Authorities** All types of license e.g Trade, FSSAI, etc Liasoning with BMC, MTNL DG Office, MPCB.
- **Factory Administration** –Handling Factory Administration & factory licenses.
- **Security and safety measures** – Frisking at Security Gate, Material In and Out, Security Personal Training for prevention of Theft.
- **Strengthened the vendor source** and identified & **developed alternate source of suppliers** on a larger scale
- **Cafeteria and Guest House management**-Providing Clean and Hygienic food to staff, Food Audit, Guest House for New Joinee and Management staff.



Career Timeline

Aug'24 – Apr'2025 – Naxnova Tech Pvt. Ltd. - Ahmedabad

Asst - Manager-HR - Administration

Jan'21 – Dec'2023 -- Dabur India Ltd, Mumbai

Manager- Administration & Facilities [Head Admin -WZ]

Dec'18 – Jan'21 -- Sapura Energy, Mumbai

Manager- Administration & Facilities

Nov'16 – Nov'18 -- Leighton India [Cont] Pvt. Ltd, Mumbai

Asst. Manager- Administration

May'12 – Oct'16 -- H & R Johnson., Mumbai

Dy. Manager Administration

May'09 – May'12-- Future Supply Chains, Mumbai

Asst. Manager Administration –PAN India

May'07 – Apr'09 --Mudra Maxx, Mumbai

Apr'1998 – Apr'07 -- Genesys International, Mumbai

Executive. Administration.



Professional Experience

Roles Across the Tenure

- . Performing General administration/ Facility management functions including operations & maintenance. Housekeeping, Vendor Development, Purchase, Asset management along with steering efforts towards business continuity consistent with pre-set SOP'
- . Ensuring that the maintenance services from external vendors are delivered as per contractual agreements and within budgets.
- . Arranging & monitoring Travel arrangements for international clients, liaising with hotels regarding accommodation and meeting.
- . New Office setup with the help of Architect and other vendors.
- . Handling factory administration, Stability Certificate,, MPCB consent, factory safety rules. & Factory license.
- . Ensuring central MIS and document maintenance for all locations within India
- . Governing operations of Housekeeping, Pantries, Cafeteria and Employee Transportation; adhering compliance to standard of quality and products
- . Providing strategic leadership focused on value delivery, system reliability, efficiency/cost control, training, budget/project planning and resource management
- . Handling Labor Camp as well as Mathadi Issues, Union issues.
- . Ensuring all operational processes are managed in terms of TAT, accuracy, frequency & compliance leading to seamless service delivery
- . Coordinating with procurement team & vendor for all types of material procurement, maintenance and other operational requirements having SAP knowledge.
- . Collaborating with the L&D / HR teams to ensure seamless execution of training and events by providing Facility support.
- . Responsible for FDA/ FSSAI License for Food Bazaar, Trade license, Weights & Measures license, D.G. License, Contract Labor license, Repacking license, Shop & Establishment act licenses etc
- . Handling Guest Houses across PAN India.
- . Extremely skilled in facilitating information flow between different departments and key program members.

➤ *Career Highlights & Achievement*

- Worked closely with stakeholders. Handling confidential work with business tycoon.
- Received appreciation mail from the MD& entire IT team during Covid-19, In touch with all staff on daily basis on phone calls.
- Qualified Bureau Veritas certification for Internal audit.
- Designed new SOP for H & R Johnson.
- Done the automation of Air Travels in Sapura Engineering.
- Cost saving in electricity in Dabur India Ltd.



Personal Details

Date of Birth: 12th July 1974

Languages Known: English, Hindi, Marathi

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