

INDRANIL ROY

Administration Operation & Facility Management Leader



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"Transformational Leader in Administration Operations & Facility Management with 15+ Years of Expertise | Skilled in Strategic Planning, Team Management, Vendor & Contract Management, Asset Management & Maintenance, Compliance and Resource Optimization | Proven Success in P2P Cycle, Travel & Event Management, Budgeting & Control and EHS."

"Certified in Multilingual Automation & POSH and expert in Office Infra Project Management and Corporate Real Estate transactions."

Executive Profile

- Office Administration & Facilities Optimization:** Spearheaded streamlined operations to drive efficiency and productivity. Established document management systems for seamless access and compliance. Directed facility operations, maintenance programs, and strategic space planning. Led facility upgrades to enhance safety and user experience. **Streamlined administrative and facility operations for Vibgyor Rise in Indore and Nashik during a crisis**, enhancing the efficiency and effectiveness of policies and procedures.
- Travel & Event Management:** Orchestrated end-to-end travel management, ensuring seamless coordination, policy compliance, and elevated employee satisfaction. Directed high-profile event logistics, optimizing resources to strengthen the organization's reputation and stakeholder engagement. **Established pan-India transport distribution, achieving a 15% cost reduction compared to previous vendor transactions.**
- Asset Management & AMC:** Demonstrated expertise in maximizing asset utilization. Designed and executed asset tracking, maintenance, and compliance strategies for maximum ROI. Conducted thorough assessments and audits to ensure peak performance while mitigating risks. **Introduced asset management systems that increased tracking efficiency and asset utilization by 15%.**
- Strategic Vendor Management:** Forged strategic vendor alliances, driving favorable negotiations that reduced procurement costs without compromising quality. Developed and implemented performance evaluation frameworks to elevate service quality and ensure contract compliance. **Achieved a 15% reduction in the total cost of administrative consumables through vendor consolidation.**
- Infrastructure & Project Execution:** Led property selection, planning, and end-to-end project procurement, with close oversight of execution and financial closure, driving operational efficiency. **Saved time and 10% of costs while delivering four Samsung office projects in Pune, Thane, Indore, and Raipur, completing them all on time and within budget through meticulous negotiations and project supervision.**
- Financial Budgeting & Cost Control:** Developed and managed annual budgets, maintaining fiscal discipline while implementing cost-saving strategies. Conducted variance analysis to adjust budgets, improving financial health proactively. **Consistently achieved financial objectives by anticipating requirements**, controlling consumption, and driving continuous improvement through cost monitoring and variance analysis, **saving 15% compared to the earlier budgets.**
- Leadership & Team Development:** Led and mentored administrative teams, conducting performance reviews and providing targeted training to boost operational efficiency and team capabilities targeting retaining valuable resources. **Cultivated a culture of compliance and continuous improvement**, aligning all administrative functions with organizational goals and standards in Tecare, Samsung, BrowserStack, and Vibgyor.

Key Impact Areas



Key Skills



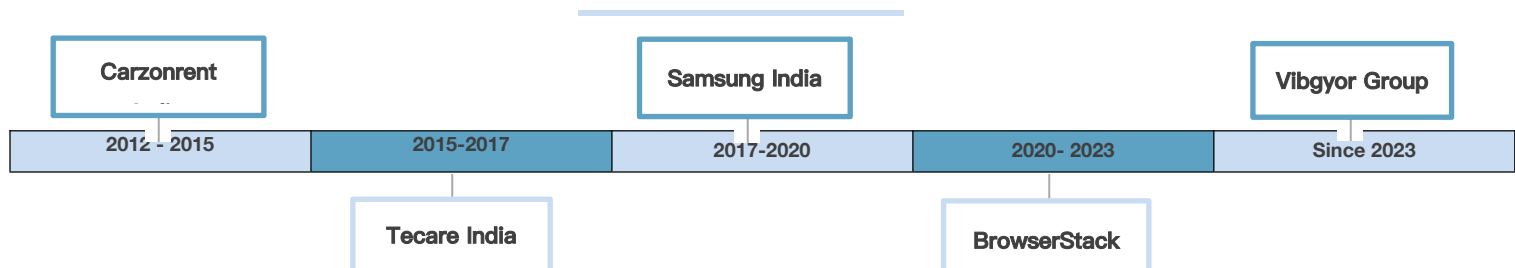
Education

- MBA , EILM University, Kolkata, 2011.
- B.Sc. in Environmental Science & Biology, SGB College, Burdwan University, 2001.
- Diploma in Multilingual Automation, CDAC (GIST), 2006.

IT Forte

MRO (Maintenance, Repair & Operations) | Oracle NetSuite (Procurement/Finance) | ECMS (Contract Management) | SaaS (Vendor Management & Invoicing) | BQMS (Project Management & Procurement) | ERP (Operations Management) | Tally ERP 9.0

Career Timeline



Experience

Since Sep'2023: Vibgyor Group as Cluster Manager Administration

- ✓ Managed and restructured the admin & facility operations and vendor relationship of Vibgyor Rise Indore & Vibgyor Rise Nashik during the crisis.
- ✓ Stabilized store operations at Vibgyor High in Lucknow by onboarding compliant vendors and establishing a list of approved suppliers, ensuring cost-effective procurement and optimal inventory management.
- ✓ Managed the CBSE affiliation process and achieved accreditation for Vibgyor Indore, Nashik, and Gurugram.

Administrative Operations

- Formulate, coordinate, implement, and supervise administrative policies and procedures.
- Develop and monitor administrative workflows for cost-effective operations and optimal efficiency.
- Oversee day-to-day operations of head office and branch offices to ensure facility maintenance.
- Maintain comprehensive MIS processes for tracking operational costs, consumption, and compliance.
- Monitor timely payments for office rent, maintenance, utilities, and IT service charges.

Compliance and Records Management

- Ensure contract documents, agreements, and licenses are available and renewed on time (ISO 45001/27001).
- Maintain compliance records as per NBC and NBFC (OC, CC, Shop & Establishment, Lift License, Fire NOC, Electrical inspection).
- Liaise with statutory bodies to ensure strict adherence to all compliance regulations (CLRA, ESI, MW, Guard Board).
- Prepare and review monthly reports on compliance, consumption, and expenses for admin operations.

Team Management and Performance

- Manage a team of administrative staff, conducting performance reviews, identifying skill gaps, and ensuring necessary training.
- Analyze, evaluate, and motivate team performance to optimize operational efficiency and cost.

Project Management

- Lead the department in project management, cost optimization, and business expansion plans.
- Conduct lease negotiations and execute leave license agreements under corporate policies.
- Supervise contractor work and coordinate project schedules, ensuring quality standards are met.
- Keep track of essential project documents for financial closure reporting.

Travel and Relocation Management

- Oversee end-to-end travel arrangements for employees, ensuring smooth coordination of travel requirements.
- Execute CVGR rate contracts with hotels nationwide and finalize TMC deals for flight bookings.

Budget and Financial Management

- Develop and manage annual budgets for the Admin Department, including OPEX and CAPEX expenses.
- Review expenses against the budget periodically and provide solutions for optimizing costs.
- Manage vendor relationships to avoid GST loss on admin purchases and ensure timely bill processing.

Procurement and Vendor Management

- Identify, evaluate, and onboard vendors while ensuring compliance with ethical parameters.
- Prepare BOQs and negotiate for competitive quotes, conducting techno-commercial evaluations.
- Manage supplier relationships, contract performance, service delivery, and timely invoice processing.

Health, Safety, and Risk Management

- Ensure compliance with health and safety legislation through periodic audits and risk assessments.
- Conduct training on PPE and emergency evacuation processes to promote awareness of best practices.
- Monitor HVAC and indoor air quality, ensuring OHSAS and ISO standards compliance.

Corporate Social Responsibility (CSR)

- Develop CSR policies aligned with the company's ethical and sustainable responsibilities.
- Design and execute CSR programs, managing partnerships with NGOs and evaluating program effectiveness.

Apr'2020- Aug'2023: BrowserStack as Consultant Administration & Procurement

- ✓ Established four new offices in Mumbai, contributing to the company's expansion.
- ✓ Managed the procurement of hardware and software licenses for the Indian and global data centers of BrowserStack.

May'2017-Mar'2020: Samsung India as Associate General Administration & Procurement

- ✓ Successfully completed 4 office projects for Pune, Thane Indore & Raipur for Samsung.
- ✓ Facilitated property selection, planning, designing, and end-to-end project procurement, effectively monitoring execution and ensuring financial closure for four new offices Samsung's in the western region.
- ✓ Rationalized and optimized administrative, facility, IT, security, and housekeeping vendors for Samsung, leading to improved cost efficiency and consumption control.
- ✓ Executed the AMCs for the entire west region HVAC, DVM, CCTV, access control & LAN networking in Samsung.
- ✓ Innovated and maintained administrative MIS portals at Samsung, enhancing the system and processes for better operational oversight.

May'2015-May'2017: Tecare India as Manager Admin & Operation

Feb'12-Apr'15: Carzonrent India as Assistant Manager, Admin & Operations

Nov'2010-Jan'2012: Airex Logistics as Assistant Manager, Admin & Logistics

Jan'2005-Dec'2008: Alves Healthcare as Senior Executive, Admin

Jan'2001-Dec'2004: Borker Packaging as Executive, Admin



Personal Details

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