



# MAHESH R. INAMDAR

📍 Bandra, Mumbai, 400050

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## SUMMARY

Organized Senior Manager, Administration with a strong track record of streamlining operations and implementing effective administrative strategies. Proven ability to lead teams, optimize processes, and enhance productivity. Skilled in managing budgets, coordinating projects, and driving continuous improvement initiatives. Committed to delivering high-quality results and fostering positive workplace environments.

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## EXPERIENCE

**ASSISTANT GENERAL MANAGER ADMINISTRATION**, 08/2024 - Current  
*JMJ Beach Resorts Private Limited*, Powai, Mumbai

- Established robust relationships with vendors to secure optimal terms and conditions. Negotiated contracts to reduce costs and ensure timely delivery of office supplies. Maintained effective communication with vendors to address requirements promptly.
- Oversaw inventory levels, procuring stock as required to satisfy demand without surplus.
- Expense Tracking: Assist in invoice processing, expense tracking, and maintaining.
- Employee Support: Manage employee requests via the ticketing system, ensuring quick resolutions and maintaining high service standards.
- Administrative excellence: Provide general administrative support to ensure smooth operation and efficient operations for a remote workforce.

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**SENIOR MANAGER, ADMINISTRATION**, 10/2018 - 08/2024

*Alliance Insurance Brokers Private Limited*, Juhu, Mumbai

- **Office management**

Office cleaning, managing the telephone/EPABX system, stationery, courier services, security, pantry management, air-conditioning service, etc.

- **Estate Officer**

Coordinating with BMS for maintenance, centralised air-conditioners, parking, etc.

- **Stationery distribution.**

Checking stock and giving order on time as per office requirement.

- **Vendor Management.**

Coordinating with vendors for support for office maintenance - Security Agency, Office Security, Printing & Stationery, Courier, Air-conditioner, Telephone Exchange Board, Airtel, Reliance, Travel Agency etc and clearing their bill timely.

- **Pool fleet management.**

Managing the office car and travel agency for day-to-day car requirements for the office and visitors.

- **Travel, hotel, and guest house management.**

Train and air ticket bookings, as well as hotel and guest house bookings.

- **Managing outsourced staff.**

Allocated duties for office peons and drivers.

- **Managing petty expenses.**

Taking advance from the accounts department. For office petty expenses and guest house bills, both are submitted on a weekly basis.

- **Compliance.**

Managing and timely filing of all compliance-related administration.

- **MIS reports.**

Prepare monthly reports and fortnightly reports of admin expenses.

Handle additional responsibilities as per the company's requirements in the related areas of work assigned by the reporting manager.

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**ASSISTANT MANAGER, ADMINISTRATION AND HR, 10/2014 - 09/2018**

***Kamani Foods Private Limited, BKC, Mumbai***

- Attendance, Leave, Payroll data
- Handling Travel desk and hotel booking – (National, International Air/Train/Bus ticketing ) for MD/ Managers and other staff
- Arrangement of conference meeting, planning, budgeting To Ensure up-to-date agreements with all manpower service providers
- Maintenance of attendance and other related documents (personal file) w.r.t
- Contractual employees at security, Monthly attendance checking of security
- Ensure all contractual employees maintain discipline at site
- Checks on monthly billing as per the agreement
- Ensuring attendance of HK & OT manpower
- Check on minimum wages & special allowance rate as per the current rate for billing release
- Petty cash handling & register maintaining, disbursement of cash against cash voucher
- Ensuring pest control service as per the site SOP
- Canteen Management ( Inventory maintaining , budget control )
- Gardening Management
- Sending Extra working Hrs
- Sheets for signing and reimbursement details to payroll
- Implemented a new documenting system for invoice, which helps to accounts for audit
- Setting up new system for travel desk and successfully implemented for sales and nonsales employees
- Design and implementation of travel requisition form for employees
- Spearheaded special events, including planning and coordinating logistics, securing speakers, while working within budget
- Developed and handled marketing campaigns and budgets for a variety of businesses in different industries and markets
- Extensive experience handling a variety of different clientele through various levels of communication, from directors to independent contractors

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**SENIOR EXECUTIVE - ADMINISTRATION AND HR, 11/2009 - 09/2014**

***MU Tech Solutions Pvt. Ltd., Mumbai***

- Supervising Housekeeping and Security guards
- Maintaining record of vehicle fuel by HP Drive Track Plus Card
- Facility Management
- Canteen Management
- Maintenances of vehicles, & timely renewal of insurance
- Planning and preparing monthly reports pertaining to accounts
- Maintaining register of inward and outward
- Set up and manage single quarters
- Event Management, making travel arrangements and hotel reservations for Engineers
- Vendor management for travel agents, courier agents, and all allied third party service providers
- Maintaining and developing the filing system of personnel

- Maintaining attendance, leave records and preparing report mail it to HR Dept
- Manage the travel arrangements, including hotels, car, air, road and rail booking
- Formed an employee's cultural group in coordination with Dubai head office to organize cultural events every month, link Birthday celebrations of staff
- Initiated a system of recording employee's grievances and dispense with them within a predetermined target time
- Generated a new system of material tracking and document control
- Created databases and spreadsheets to improve inventory management and reporting accuracy

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## SKILLS

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| <ul style="list-style-type: none"> <li>• Data management</li> <li>• Event Management</li> <li>• Team leadership</li> <li>• Budgeting and finance</li> <li>• Office Coordination</li> <li>• Strong verbal communication</li> </ul> | <ul style="list-style-type: none"> <li>• Project management and negotiator</li> <li>• Well organized</li> <li>• Computer Skills</li> <li>• MS Office 2007-2010 (Excel/ Word/ Power Point)</li> <li>• MS Outlook and Internet Savvy</li> </ul> |
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## ACHIEVEMENTS

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## LANGUAGES

**Marathi:**

**English:**

**Hindi:**

**Kannada:**

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## PERSONAL INFORMATION

- Father's Name: Ramakrishna S. Inamdar
- Mother's Name: Uma Inamdar
- Date of birth: 12/20/86
- Nationality: Indian
- Marital status: Married

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## INTERESTS

- Faculty in the Art of Living NGO Teaching meditation and yoga to make stress-free and violence-free society
- Actively participated in Jal Jagruti Abhiyaan and raising funds through events
- Participated as Tabla Player, Grand Music Symphony in World Culture Festival New Delhi, 2016
- Actively participated in Voters Campaign in 2014 (Vote for Better India)

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## EDUCATION

*Welingkar Inst. of Management, Matunga, Mumbai, 2014*  
**PGDM: Business Administration**

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*Birla Institute of Management Studies, Kalyan, 2009*

**M.com: Accounting**

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*K.M.Agrawal College, Kalyan, 2007*

**B.com: Commerce**

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*Mohinder Singh Kabal Singh Jr. College, Kalyan, 2004*

**Intermediate: Commerce**

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*General Education Insitute's High School, Kalyan, 2002*

**SSC**