

Mayur N Kharatmal

Citizenship: Indian ▪ Date of birth: 11th Sept 1987

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Career Objective

Dynamic HR & Administration professional with over 12 years of diverse experience in office administration, facility management, vendor management, HR operations, and project coordination. Seeking to leverage my expertise in a challenging role that contributes to efficient business operations and a positive work environment.

Education

Post-Graduation: Pune University : **MBA (HR & Marketing)**

Graduation: Pune University: **BSC (Botany)**

Core Competencies

- Office Administration & Facility Management
- Vendor & Contract Management
- HR Operations (Recruitment, Onboarding, Exit)
- Payroll & Attendance Management
- Event & Travel Management
- MIS Reporting & Data Analysis
- IT Coordination & Support
- Team Leadership & Supervision
- Budgeting & Cost Control

Professional Experience

Organization: **Khaitan & Co**

Duration: February 2024 - Till Date

Designation: **Sr. Administrator**

Roles & Responsibility:

Office Administration & Operations

- Handled end-to-end office setup, including infrastructure coordination, vendor management, and space planning for new offices.
- Supervise and manage day-to-day facilities operations including maintenance, repair, and preventive maintenance activities across HVAC, electrical, plumbing, and other essential systems.
- Ensure prompt resolution of facilities-related requests while maintaining high levels of employee satisfaction.
- Support the creation and implementation of facilities management policies and standard operating procedures.
- Provided assistance to employees in resolving day-to-day administrative and operational issues.
- Manage petty cash expenses for daily office operations and maintain accurate expense records for audit and reporting.
- Maintained physical and digital attendance records and ensured compliance with internal HR protocols.

Communication & Coordination

- Acted as the primary point of contact between executives and internal/external stakeholders.
- Regularly update reception guides, visitor guides, and maintain the internal workplace portal to ensure all facility-related information is current.
- Facilitated clear and timely communication across departments and with external partners.
- Work closely with the security team to facilitate vendor entry, ensure compliance with safety protocols.
- Organized and coordinated high-level meetings, board meetings, and client-facing events.

Travel & Expense Management

- Arranged domestic and international travel, including flights, accommodations, and itineraries.
- Prepared detailed travel briefs and ensured smooth travel experiences.

Technical Proficiency

- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), and expense management tools (Next Gen).
- Utilized productivity tools like Next Gen.

Time & Task Management

- Prioritized competing demands and ensured deadlines were consistently met.
- Maintained a high level of responsiveness and availability, often supporting executives in fast-paced environments.

Event & Hospitality Management

- Coordinate snack program operations across PAN India locations, including menu finalization, snack pop-ups, and setup in collaboration with the IFM team.
- Collaborate with internal workmate communities to organize and execute employee engagement activities and events.
- Organized corporate events by obtaining quotations, selecting venues, finalizing vendors within budget, and managing on-site execution.
- Hosted and managed hospitality arrangements for guests, clients, and VIPs during events and office visits.

Hotel & Travel Coordination

- Handled hotel contracting, negotiated prices, and managed guestroom bookings for clients, guests, and employees.
- Coordinated transport arrangements for employees and managers as per schedules and requirements.

Vendor Management

- Oversaw vendor sourcing, contracting, and price negotiations to optimize service quality and cost-effectiveness.
- Ensured timely invoice clearance via company portals and maintained accurate vendor records.
- Support the facilities budget by tracking expenses and contributing to budget planning and forecasting.
- Generate reports on facilities operations, maintenance issues, and key performance metrics for management review.

IT Support

- Acted as the primary point of contact for IT coordination.
- Facilitated basic troubleshooting and coordinated with central IT teams for timely resolutions.

Employee Data Management

- Maintain accurate records of employee information, including date of joining, exit date, date of birth, and other relevant details.
- Regularly update and verify employee data in the company's HRMS or internal portal to ensure compliance and data integrity.

Employee Onboarding & Exit Formalities

- Managed onboarding and exit procedures, including workspace arrangements, building access, and coordination with HR and IT teams.
- Ensured smooth transitions for new joiners and departing employees.

Scheduling & Meeting Coordination

- Managed calendar scheduling and meeting room/cabin bookings for guests, managers, and clients to support business operations.

Library & Document Management

- Maintained the in-house library and ensured timely delivery of daily news updates to the relevant teams.
- Organized and indexed physical files, assigning proper naming conventions and designated storage spaces.

Infrastructure Management

- Supervised day-to-day property maintenance and repair operations, ensuring timely resolution of issues.
- Coordinated with vendors and service providers for upkeep, AMC schedules, and renovation projects.
- Implemented preventive maintenance practices to enhance asset longevity and reduce downtime.

Compliance

- Maintained systematic and up-to-date documentation of all physical and digital records with accurate date/time logs.
- Ensured adherence to internal policies and statutory compliance requirements through regular audits.

- Prepared detailed audit reports and submitted findings to senior management for necessary action.

Fire & Safety

- Conducted periodic fire drills, safety audits, and awareness sessions for employees.

Previous Experience

Organization: **TVH India Private Ltd.**

Duration: June 2018- February 2024

Designation: **Administrator**

Roles & Responsibility:

- Responsible for Administration of Office Premises, Housekeeping and Other Services and Support to create a healthy work environment.

Ensuring that the personnel data is up to date.

- Collecting, registering, personnel data
- Providing as a backup for the HR Manager for receiving documents Ensuring that the phone numbers are updated
- Distributing and collecting HR documents

Supporting the HR Manager in specific tasks.

- Recruitment – Maintaining the recruitment database. Coordination of interviews with candidates, consultants, hiring manager and HRBP.
- Attend to all policy-related queries from employees on a regular basis. Employee Engagement Initiatives.
- Leave and Attendance Management: Generate Leave and Attendance Report; Highlight attendance shortfalls to Team Managers/ Leaders
- Payroll: Prepare Monthly Payroll Inputs to provide to Payroll Consultant. On boarding of the new employees.
- Exit formalities of the employees.
- Preparing of Offer letters, employment agreement, confirmation letters etc. Support in other HR related tasks as and when required.
- Correctly executing admin tasks and support different teams to guarantee correctness of admin documents. Contract Management & Documentation
- Renewal of Agreements & AMCs related to Administration, Human Resources and Accounts.

Guiding the Housekeeping and Security staff

- Administering Housekeeping Activities and ensure the office premises is maintained well.
- Supervising the Security personnel, Housekeeping Staff and Pantry Boy to yield optimum and uninterrupted service levels.
- Reporting difficulties, improving overall work environment, ensuring necessary people are informed.

Hotel & Travel Bookings for employees

- Hotel Bookings and Tie ups with new Hotels within India to work out the most cost effective and comfortable boarding & lodging solution for stay of employees.
- Travel Management – Travel Bookings – Co - ordinate with the Travel Agent for arranging flight tickets for TVHIN employees.
- VISA Processing. Arrangement of Forex.

Management of Office Utilities

- Supervise AC & UPS Maintenance,
- Procurement and Management of Office Equipment & Office Supplies. Ensure the utilization is within budgetary limits. Office Equipment refers to PCs, CPU, Laptop, Desk Phone, Mobile Handset and Printer. Office Supplies refers to Stationery, Cafeteria consumables, Drinking Water, Housekeeping Materials.

Vendor Management

- Efficient Management of Vendors: Housekeeping, Security, Plants, Coffee, Travel, Hotel, IT Supplies, IT Support services.
- Meeting them at regular intervals to ensure the optimum service levels are maintained

Cost Manager

- Ensure that the administrative costs are always within budget.

Organization: **WNS Global Services (P) Ltd.**

Duration: Aug 2014- June 2018

Designation: **Admin Executive**

Roles & Responsibility:

- Preparing MIS reports and sending it to a concern team within TAT.
- Handling the back end operation and setting process with key function.
- Execution of day to day HR related activities in coordination with internal/external departments for smooth business operations.
- Identifying training needs across level through mapping of skills required for a particular position and analysis of the existing level of competencies.
- Overall daily office operations for staff of around 2500 employees.
- Understanding client requirements and deciding on the recruitment strategy.
- Responsible for monthly bills, vendor negotiation, assist employees with benefit changes, yearly open enrolment.
- Managing Events and taking care of facilities.
- Proficient in giving valuable decision and taking the feedback from the employees.
- Reconciliation of access cards.
- Taking care of attendance & duty roster.
- Entry and exit formalities of employees.
- Responsible for maintaining the records of office inventory.
- Responsible for checking the office's assets are in good condition.
- Responding the mails.
- Responsible for handling the petty cash and keeping the record of expenses.
- Taking care of international client visit.
- Taking care of Compliance audit and EHS audit.
- Taking care of stationary, housekeeping, cafeteria management, helpdesk management.

Organization: **Tata Docomo**

Duration: Dec 2013- Aug 2014

Designation: **Admin Executive / MIS Executive**

- Co-ordinate between various departments for reviews related to vendor mechanisms quarterly. (I.e. of existing vendors, current vendors & previous vendors.)
- Analyzing the operating model and prioritizing Repair & Maintenance activity across various locations in Maharashtra to optimize operational efficiency.
- Publishing monthly reports across organization pertaining to monthly expenses & budget provisioning.
- Inspect and final processing of vendor bill's & timely payment of rent of various office locations across various locations in Maharashtra.
- Processing utility (Statuary) Bills.
- Creating purchase requisition's in SAP.

Organization: **Jindal SVI**

Duration: Sep 2012 – Dec 2013

Designation: **Assistance Marketing (co-ordination).**

- To procure from local vendors & compare quality with superiors for local production.
- To Procure updated technology software CDs and distribution material from Germany & distribute across Indian Dealers in various meets such as BAI (Builders Association of India).
- Handling day to day correspondence independently with various offices within the Company.
- Maintenance of the updated training information documents & ISO documents for the department. Keeping track on the FSEs i.e. their attendance submission / Compensatory offs / leaves submission and necessary approvals.
- Handling day-to-day administration of Operation's team.
- To identify scope of improvement within services team, operations team and improve the same along with finance team.
- Participate in strategy formation for accommodating future growth & save on fixed costs.
- Managing the total day-to-day operations of the customer. Shifting of entire department from Pune to Satara.

Skill Set

- MS Office suit
- Tally 9 ERP
- SQL (U Square)
- SAP
- E-Connect
- ITSME
- What's-up
- Administration
- Analysis of data
- Facility Management
- MIS

Interest/Extra Activity

- Photography
- Listening music
- Working out in gym.
- Watching cartoons in the free time.
- Worked in various theatres under Chandra Surya Rang Bhoomi group.
- Acted in short film with H M films.
- Participated in: "ONE ACTPLAY in S.P. College".
- "Received CERTIFICATE OF MERIT IN BOTANY PROJECT COMPETITION in S.P. College".

Personal Profile

Full Name : Mayur N Kharatmal
Date of birth : 11th September 1987
Sex : Male
Marital status : Married
Address : Insignia Brooklands, Villa-13, Near Sangam Hospital, Undri Pisoli Road, Pune 411060.
Languages : English, Hindi, Marathi

Declaration

I hereby declare that the above information's provided are True to best of my Knowledge and belief.

Place – Pune

Name – Mayur Kharatmal