

Nilesh V Thorat



Location:

Vadodara, Gujarat

Contact me on:

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Administration, Facilities, Security Management, Vendor Management & Transport

Objective

Dynamic and results-oriented professional eager to leverage expertise in general administrative facility operations to drive organizational success. Demonstrated success in developing and implementing cost-effective strategies to enhance quality and service delivery. Proven capability in achieving organizational goals through efficient management of resources. Committed to continuous learning and self-development to create long-term mutual benefits.

Introduction

- With an illustrious 18-year journey as a Facilities Management Professional, I bring a dynamic blend of strategic insight and hands-on mastery across a multitude of domains. My track record of establishing seamless operations span in Administration, Infrastructure, Vendor and Supply Chain Management, Security, Logistics, and more. A visionary leader with an incisive eye for detail, I foster comprehensive transformations that elevate workplace functionality, employee satisfaction, and organizational success.
- Dedicated and accomplished professional with a proven track record of successfully planning, implementing, and managing global initiatives at the local office level.
- Adept at collaborating with cross-functional teams, adapting initiatives to meet local needs, and optimizing office operations for enhanced employee engagement, safety, and efficiency. Strong communicator and problem-solver with a keen eye for detail and a commitment to driving results.

Skills & Knowledge

- Facility Operations Management
- Client Coordination
- Cross-Functional Collaboration
- Finance-Budget Management
- Vendor and Contractor Management
- Health & Safety Compliance
- Crisis Management
- Manpower Optimization
- Accuracy and attention in daily transactions

Qualities

Initiative-Driven, Self-Motivated, Attention to Details, Client Management, Flexible, Team Leadership, Innovative & Creative Thinking, Clear Nature and Positive.

WORK EXPERIENCE

As a **Customer Servicing Manager – Facilities** India Operations at **Eduspark International Pvt Ltd.** since Jan-2024

Profile:

Highly accomplished Facility Manager with a strong background in overseeing Facilities & Administrative Background operations & Administration in the B2G (Business-to-Government) model for nationwide online exams. Adept at managing end- to-end infrastructure facilities and operations for MH-CET (Common Entrance Test) examinations, ensuring seamless execution and exceptional client satisfaction. Proven success in optimizing facility efficiency, administration, enhancing client experiences, and driving operational excellence in the education sector.

Key Responsibilities :-

- **Overseeing Facility Operations:** Responsible for overseeing the efficient and safe facility operations, soft services of our organization's facilities/ premises.
- **Venues/Premises Tie-ups:** Meticulously manage Identifying & Finalizing the venues (Colleges /Universities, Office Spaces, Hotels & Banquets) as centers for across cities with specified requirement in a cost effective manner
- **Administration:** Directing day to day Office management, office supplies, departments coordination, guest management, Events management, optimizing resource allocation
- **HR Support:** Supported HR functions by coordinating interviews, onboarding, attendance tracking and assisting in payroll processing, ensuring smooth communication and timely execution of HR tasks
- **Premises Oversight:** Responsible for managing premises facilities to ensure the proper functioning of all systems, including HVAC, electrical, plumbing, and other essential infrastructure, and resources to ensure seamless operations.
- **Infrastructure Maintenance:** Oversee facilities services, including maintenance, renovations, events planning, and material recycling.
- **Housekeeping :** Housekeeping management for areas - Office, work stations, meeting rooms, washrooms, HK Manpower & Consumables Inventory
- **Gardening Landscaping:** Maintenance and up keeping of the Garden / Landscaping of the premises.
- **Canteen / Cafeteria Oversight:** Overseeing F&B operations, Kitchen & Cafeteria and management. Food quality, Hygiene and safety inspections
- **Security Services:** Overlooking the Security deployments for the protection and people & property, Monitoring and Surveillance, conducting trainings for emergency response and crisis. Maintaining the MIS records of security department
- **Transport Management:** Ensure effective management of transportation for Guest, Staff & Material transit.
- **Vendor Management:** Empanel and onboard vendors from the hospitality and travel industries, ensuring seamless collaboration and adherence to company standards. Collaborate with external service providers, negotiate contracts, SLAs, and ensure timely service delivery.
- **Finance Management:** Budgeting, forecasting, procurement planning and cost optimization ensuring alignment with organizational goals efficiently.
- **Data / Records and Documentation:** Manage records, reports, MIS, and document organization, Integrate data-driven solutions and Data Analysis to provide required information for decision-making and ensuring compliance with organizational policies for streamlined operations.
- **People Management and Development:** Lead a dispersed team across various cities, overseeing manpower deployment and fostering training and development.
- **Liaising:** My good liaising skills with local authorities, including the police and government departments, will facilitate seamless facility management.

Keep abreast of all organizational changes and business developments.

Past Work Experiences

- As a **Divisional Manager | West Region** for India at **Pelican Facilities Management Pvt Ltd. (Group Company of Lemon Tree Hotels)** – (Jun-2021 to Apr-2022). Reason for Separation was Termination/closure of the Project from Client side due to Organization Acquisition
- As a **Regional Facility Manager | West Region** for India at **Pelican Facilities Management Pvt Ltd. (Group Company of Lemon Tree Hotels)** – (Apr-2017 to Jun-2021)
- As a **Regional Facility Manager | West Region** for India at **Centum Learning Limited (A Bharti India Associateco.)** – (Sep-2013 to Mar-2017)
- Promoted as **Branch Head | Ahmedabad** for North Gujarat in **OEC Records Management co. Pvt Ltd.** (Apr-2012 to Sep-2013).
- As **Operations Manager | Ahmedabad** in **OEC Records Management co. Pvt Ltd.** (Jun-2011 to Mar-2012)
- Promoted as **Operations Manager RMS | North Region** in **Crown Records Management. Pvt. Ltd.” of CrownWorldWide Group”** at **New Delhi** branch during Dec-2010 till May-2011
- Promoted as **RMS-Operations Site Incharge** in **Crown Records Management. Pvt. Ltd.** at site location **ABB Ltd-Baroda**. Services contracted with ABB (Asea Brown Boveri Ltd.) during January, 2008 till November, 2010
- As **RMS-Site Supervisor** in **Crown Records Management. Pvt. Ltd.** at site location **ABB Ltd-Baroda**. Services contracted with ABB (Asea Brown Boveri Ltd.) during September, 2004 till December, 2007

EDUCATIONAL BACKGROUND

Microsoft Power BI – from Microsoft -2023

IBM Data Analytics with Excel and R Programming – from IBM on Coursera- 2023

Diploma in Computer Application from All India Computer Institute - (2002 - 2003)

B. Com – Yr. 2007 From Maharaja Sayaji Rao University

H.S.C.– Yr. 2002 From Baroda High School (O.N.G.C) GSEB

S.S.C.– Yr. 2000 From Baroda High School (O.N.G.C) GSEB

Front Office Management from Course, Continuing Adult Education(CAE) - M S University (2003)

TECHNICAL SKILLS

- Proficient in using Windows
- Knowledge of Power BI & SQL
- Microsoft Outlook & MS Office – MS Excel (Advance level).
- SAP Exposure
- Expertise in RSSQL by O’Neil Software (for Data Mgmt)
- Tobas Software designed by OEC (for Data Mgmt).
- Lotus Notes, Web-Mails.

Personal Details

Father's Name : Vinayak Baburao Thorat
Mother's Name : Pushpa Vinayak Thorat

Date Of Birth : 08th April 1982

Sex : Male

Marital Status : Married and having 2 Kids

Caste/Religion : Maharashtrian / Hindu

Nationality : Indian

Language Skills : Marathi, Hindi, Gujarati & English

Hobbies : Traveling, Exploring, Learning, Music & Drawing

Current/Last CTC : Rs. 9.25 Lacs P A

Expected CTC : Negotiable

DECLARATION

I hereby conclude that the information given is true and fact to the best of my knowledge and belief.

Date: 15th May, 2025

Nilesh V Thorat

Please refer my professional profile and connect with me on LinkedIn: <https://www.linkedin.com/in/nileshthorat/>