



**SUMIT TAYADE**

**ADMINISTRATION &  
FACILITIES MANAGEMENT**

Contact: 9930426943

Email ID:  
[sumitts1984@gmail.com](mailto:sumitts1984@gmail.com)

Address:  
C-104, Butter cup CHS,  
Kohojgaon, Ambarnath (W)



## PROFILE SUMMARY

- ☐ A dependent and reliable professional with over 15 years of work experience in managing facilities and general administration and property.
- ☐ Managed and have experience in daily operations requiring cross functional coordination, problem and issue resolution, stakeholder management and people skills.
- ☐ Have been involved in setting up of facilities, strategic utilization & deployment of allocated resources ensuring timely delivery of completed projects and assigned tasks.
- ☐ Developed leadership skills by managing large numbers contractual workforce across multiple locations.
- ☐ Have managed high pressure and imperfect situations without disruption to routine operations.
- ☐ Conducted induction/orientation programs for lateral hires for awareness of company policies and guidelines.
- ☐ Managed the in-house transports desk and fleet of contracted vehicles
- ☐ Undertaken rationalization and productivity evaluation and self-assessment to check costs and ensure quality across area of responsibility.



## ORGANIZATIONAL EXPERIENCE:

- ☐ Sep 2008 to Sep 2017, Cognizant Technology Solutions as Jr. Executive, Administration.
- ☐ Oct 2017 to Aug 2019, USV Pvt. Ltd. as Sr. Executive -Corporate Services.
- ☐ Sep 2019 to Jul 2022, GeBBS Healthcare Pvt. Ltd. as Sr. Executive-Admin.
- ☐ Since Aug 2022, Transaisa Bio-Medicals Ltd as Asst. Manager, Administration.



## Core Skills

**General Administration**

**Facilities Management**

**Property Management**

**F&B Management**

**Transport Management**

**Vendor Management**

**Resource & Team Management**

**Process Improvement**

**Event Management**



## Key Responsibilities across career

- ☐ Effectively monitored and supervised the smooth functioning of Facility Management – Housekeeping, Security and Repairs & Maintenance.
- ☐ Looking after the entire array of responsibilities starting from the day to day admin operations to responsibilities delegated to the team.
- ☐ Remotely managing general administration of other locations spread across Navi Mumbai and Mumbai city.
- ☐ Effectively managed the Transport and F&B operations smoothly. Assistance to Guest Relationship Management team.
- ☐ Effectively managed the Commercial and Residential Properties of the company and ensure revenue from the rent.
- ☐ Tracking the actual expenses with the forecasted budget & ensuring actual cost is well within budgeted cost & work on savings by implementing effective cost measures.
- ☐ Managed Billings, MIS, Petty cash, Seat management, R&M and Manpower deployment of support staff (HK & Security).
- ☐ Stakeholder management and facilitating business requirements in a proactive manner.
- ☐ Effective vendor management to ensure timely delivery of quality services and goods, timely payment and renewal of the agreements / AMC / CMC.
- ☐ Handling -statutory compliance and vendor empanelment for company needs.
- ☐ Facilities Upkeep and management. Process Improvement.
- ☐ Liasoning and protocols. Primary interface with external agencies and local authorities. Liasoning with MMRDA authorities with regards to NOC, assignment charges and other related work.



## Career Highlights

- ☐ Achieved major cost saving in Transportation by changing the cost model from package to Kilometers. Being a Mumbai POC for Transportation managed the operations and cost saving projects through implementation of ONE Transport portal.
- ☐ Successfully set up a new facility in bldg 9, Mindspace Business Park, Airoli. Successfully set up a new facility on 5<sup>th</sup> floor, Raiaskaran Techpark, Sakinaka.
- ☐ Achieved cost savings on the water cost by implementation of aerators for taps in entire office.
- ☐ Implemented nutrition value-based meal in the cafeteria.
- ☐ Successfully done Corporate Tie up with nearest hospital at the low cost. Achieved cost saving on the AC by operating AHUs effectively.
- ☐ Managed Fire incident and Liasoning with BMC & Fire office.
- ☐ Project work – Renovated old washrooms and converted storage space into 40 new workstations, 8 cubicle and 2 meeting rooms.



## Academic Qualification

- ☐ Graduated in Commerce from MUMBAI University in 2004.
- ☐ Diploma in Business Management from Mulund College of Commerce – 2005



## Computer Skills

- ☐ Diploma in Office Automation.
- ☐ PageMaker, CorelDraw and Photoshop, Tally 5.4) .
- ☐ Diploma in Practical Accounting Computerized Accounting and Taxation .
- ☐ Knowledge of Basic MSL Systems- Mainframe, GLEO, WEBI, MCS, APM Mail, RKCS, RKEM, IMS1, MEPC, GSIS.
- ☐ Knowledge of SAP HANA S4.



## Personal Details

- ☐ DOB – 20 April 1984.
- ☐ Languages – English, Hindi & Marathi.
- ☐ Marital Status – Married.
- ☐ References – Available upon request.