



Harshal Desale

Assistant Manager-
Administration

PROFILE SUMMARY

As an Administrative and HR Executive at Osource India Pvt Ltd, I specialize in managing administrative tasks, human resources functions, and related operations. My role involves overseeing office procedures, coordinating with teams, and implementing HR policies to ensure a smooth workflow. I strive to create a positive work environment and streamline administrative processes to enhance productivity.

EDUCATION

- 2012

MBA/PGDM
Pune University
- 2009

BHM
Pune University

WORK EXPERIENCE

- Dec 2022 - Present

Assistant Manager- Administration
Pittie Group

1. Managed day-to-day administrative activities for 2 manufacturing plants and 1 distribution center spanning an area of PHONE_NUMBER sqft in Bhiwandi, including records of stationery, couriers, and correspondence.

2. Ensured timely maintenance of office equipment such as AC system, UPS, printers, fire systems, and MHE.

3. Conducted routine inspections of office premises and expedited maintenance work as necessary to uphold a conducive work environment.

4. Oversaw security officers and operations, including material inward/outward register, gate pass book, and visitor register.

5. Supervised housekeeping staff, ensuring cleanliness and maintenance of cafeteria, workstations, cabins, and washrooms, and monitored washroom checklists and office equipment cleanliness.

6. Managed office events, festival events, and office conferences/town halls to foster a positive work culture.

7. Handled petty cash and maintained expense records, ensuring accurate financial documentation.

8. Inspired and motivated the team through performance appraisals and providing necessary training.

9. Ensured hygiene and adequacy of office pantry supplies for day-to-day usage.

10. Processed vendor bills and facilitated timely payments

PERSONAL INFORMATION

- ✉ Email

harshal.desale@gmail.com
- 📞 Mobile

(+91) 8108016269
- 📅 Total work experience

8 Years 0 Month

KEY SKILLS

- Soft Skills
- Personality Development
- Events
- Training
- Public Speaking

OTHER PERSONAL DETAILS

- City

Bhiwandi
- Country

INDIA

LANGUAGES

- English
- Hindi
- Marathi

Feb 2022 - Dec 2022

for office rents, utility bills, and vendor bills by collaborating with the Finance team.

11. Spearheaded the establishment of a new warehouse and managed the end-to-end setup process.

Sr.Admin Executive

XpressBees

1. Managed day-to-day admin activities for 4 warehouses spanning over 3,00,000 sq. ft. in Mumbai, Bhiwandi, and Panvel, along with oversight of 25 delivery centers, ensuring streamlined records of stationery, couriers, and correspondence work.

2. Conducted timely maintenance of office equipment including AC systems, UPS, printers, and fire systems, minimizing downtime and enhancing operational efficiency.

3. Conducted routine inspections of office premises, promptly addressing maintenance requirements to uphold a conducive work environment.

4. Supervised security officers and operations, maintaining meticulous records of material inward/outward, gate pass book, and visitor register, ensuring robust security measures.

5. Oversaw housekeeping staff and cleaning operations, ensuring optimal maintenance and hygiene standards across the cafeteria, workstations, cabins, and washrooms, thereby enhancing workplace cleanliness and employee well-being.

6. Orchestrated office events, festival occasions, and conferences/town hall meetings, fostering a cohesive work culture and boosting employee engagement.

7. Managed and maintained the petty cash, keeping accurate records of expenses, upholding financial transparency and accountability.

8. Spearheaded team building activities, providing training and performance appraisals to motivate and enhance team productivity.

9. Ensured hygienic upkeep of the office pantry and facilitated adequate stock levels for day-to-day operations, supporting employee well-being.

10. Processed vendor bills and coordinated with the finance team to ensure timely payments of office rents, utility bills, and vendor invoices, reinforcing strong vendor relationships and financial diligence.

11. Played a pivotal role in acquiring a new warehouse, demonstrating strategic oversight and expansion initiative.

Sep 2018 - Feb 2022

Senior Executive Administration

Ecom Express Limited

1. Managed day-to-day admin activities for 5 warehouses covering 400,000 Sft and 54 delivery centers in Bhiwandi.

2. Oversaw timely maintenance of office equipment including AC systems, UPS, printers, and fire systems.

3. Conducted routine inspections of office premises and expedited maintenance work when necessary.

4. Supervised security officers and operations, ensuring accurate material inward/outward records, gate pass management, and visitor registration.

Nov 2017 - May 2018

5. Directed housekeeping staff, overseeing cleaning operations to maintain high standards of hygiene in cafeteria, workstations, cabins, and washrooms. Monitored washroom checklists and cleanliness of office equipment.
6. Orchestrated office events, festivals, conferences, and town hall gatherings.

Administration Executive

Osource India Pvt. Ltd.

1. Managed day-to-day administrative activities, including maintaining records of stationery, couriers, and correspondence work.
2. Ensured timely maintenance of office equipment such as AC system, UPS, printers, and fire systems.
3. Conducted routine inspections of office premises and promptly addressed maintenance work requirements.
4. Oversaw security officers and managed security operations, including material inward/outward register, gate pass book, and visitor register.
5. Supervised housekeeping staff, ensuring the cleanliness and hygiene of workstations, cabins, and washrooms. Monitored washroom checklists and upheld the cleanliness of office equipment.
6. Interfaced with various vendors for office equipment AMC's, such as UPS, EPABX, air conditioning systems, and photocopier machines, and diligently followed up for AMC renewals.

Jun 2014 - Nov 2017

Administration Executive

DHL Logistiv PVT LTD

1. Ensuring provision of basic facilities for employees.
2. Maintaining statutory records and certificates for offices.
3. Managing housekeeping and security operations.
4. Conducting inductions and coordinating batch visits.
5. Generating and presenting monthly and periodic MIS reports to management.
6. Supervising office and pantry staff.
7. Collaborating with other departments to facilitate seamless operations.
8. Overseeing arrangements for client visits and meetings.