

# Ganesh M. Bhamburkar PMP®

PMP Certified professional with extensive experience in Operations, Administration, Facility Management, and Project Management, seeking to leverage expertise in leading facility administration and security functions within a progressive organization.

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## Profile Summary

- ❖ Performance-driven professional with **over 30 years of comprehensive experience** in the domains of **Operations, Administration, Facility Management, and Project Management**.
- ❖ Expertise in managing a wide spectrum of **administrative tasks** including procurement of materials & services, purchases & procurement policy, budget & budgetary effective cost control systems, housekeeping, purchase, security, and so on.
- ❖ Devised **business & corporate strategies** and governance structure in collaboration with the top management for the assigned business unit.
- ❖ Experience in management of **facility expansions and development of new facilities** with effective manpower management skills to manage the work with limited number of human resources.
- ❖ Spearheaded large-scale facility management initiatives, statutory compliance, and strategic **vendor management** including **procurement, negotiations, and performance evaluation, ensuring efficiency**, risk mitigation, and cost-effectiveness.
- ❖ Trusted advisor in crafting policies and frameworks that drive operational efficiency, compliance (**HSE, safety, statutory**), and harmonious work environments; highly skilled in business continuity, crisis management, and process improvement strategies.



## Core Competencies

Facilities Strategy & Optimization

Vendor & Contract Management

Real Estate Operations

Administrative Leadership

Workplace Infrastructure Management

Physical Security Management

Project Lifecycle Management

Budgeting, Forecasting & Cost Control

HSE Management



## Soft Skills



Communication & Collaboration

Leadership & Delegation

Planning & Innovation

High Business Ethics & Trustworthy

Visionary & Decision-maker



## Education

- ❖ PG Diploma (Master Diploma in personal Management) in 2000 from Symbiosis Centre for Management & HRD
- ❖ Graduate Diploma in Material Management from Indian Institute of Material Management



## Work Experience

### Sudarshan Chemical Ltd. as Manager – Lead Security and Administration: December 2021 – Present

#### Responsibilities:

- ❖ Establishing a comprehensive command center for security operations, ensuring the safety and security of personnel and assets across the organization.
- ❖ Directing the implementation of cafeteria automation, significantly enhancing service quality and stakeholder satisfaction through innovative solutions.
- ❖ Administering the deployment of Process Safety Management (PSM) initiatives, fostering a culture of safety and compliance within the organization.
- ❖ Managing the residential estate colony, overseeing housing arrangements and ensuring a high standard of living for employees and their families.
- ❖ Coordinating travel and transportation logistics, optimizing processes to enhance efficiency and reduce operational costs.
- ❖ Liaising with local and government authorities to ensure compliance with all legal and statutory requirements, maintaining a strong relationship with regulatory bodies.
- ❖ Managing operational and project budgets, implementing cost optimization strategies to maximize resource utilization and minimize waste.
- ❖ Formulating strategic plans to enhance operations; implementing strict measures in operating procedures to optimize resource / capacity utilization.

## **John Deere India Pvt. Ltd. as Head of Administration & Facility: July 2006 – September 2020**

### **Responsibilities:**

- ❖ Administered a wide range of office services, including legal affairs, transportation, public relations, and facility management, ensuring seamless operations across all departments.
- ❖ Provided strategic support to leadership, identifying and addressing issues impacting the organization's growth and operational efficiency.
- ❖ Managed facility operations across 1.1 million square feet, ensuring optimal utilization of space and resources while maintaining high standards of safety and compliance.
- ❖ Led capacity footprint augmentation initiatives, consolidating operations to enhance efficiency and reduce operational costs.
- ❖ Oversaw vendor management processes, ensuring adherence to Service Level Agreements (SLAs) and fostering strong relationships with service providers.
- ❖ Coordinated environmental health and safety (EHS) initiatives, ensuring compliance with local regulations and promoting a culture of safety within the organization.
- ❖ Developed and maintained metrics for facility management functions, enabling data-driven decision-making and continuous improvement.
- ❖ Engaged in project management activities, ensuring timely delivery of projects while adhering to budgetary constraints.

## **GlaxoSmithKline Consumer Healthcare Ltd. as Senior Engineer: September 2001 – July 2006**

### **Responsibilities:**

- ❖ Ensured the safe and reliable operation of utilities, including boilers, water treatment plants, and effluent treatment plants, maintaining high operational standards.
- ❖ Led a team of utility operators, setting performance benchmarks and achieving common goals through effective collaboration and communication.
- ❖ Adhered to statutory compliances and devising safety procedure of the office as a top priority, confirming safety norms.
- ❖ Implemented various problem-solving tools to achieve zero defects, zero breakdowns, and zero accidents, fostering a culture of continuous improvement.
- ❖ Spearheaded the facilities function; maintained the office premises, facilities, and branches, and developed the goodwill and reputation of the organization.
- ❖ Directed administrative procedures; developed policies, standards, guidelines, and procedures to ensure smooth operations.
- ❖ Liaised with government agencies and statutory authorities for smooth operations; finalized service agreements and facility plans with contractors to execute works as per budgeted parameters.
- ❖ Developed and executed maintenance schedules for critical equipment, ensuring optimal performance and minimizing downtime.
- ❖ Maintained cross-functional coordination to manage issues in governmental work and ensured smooth working relationship with all concerned stakeholders.
- ❖ Engaged in the implementation of Total Productive Maintenance (TPM) and Lean methodologies, optimizing operational processes.

## **Indian Navy as Chief Engine Room Artificer: January 1990 – August 2001**

### **Responsibilities:**

- ❖ Administered the operation and maintenance of critical machinery aboard naval vessels, ensuring optimal performance and readiness for deployment.
- ❖ Coordinated planned preventive maintenance schedules, managing inventory and spare parts to minimize downtime and enhance operational efficiency.
- ❖ Led a team of engineers and technicians, fostering a culture of teamwork and collaboration to achieve operational goals.
- ❖ Conducted training sessions for junior personnel, enhancing their skills and knowledge in machinery operation and maintenance.
- ❖ Engaged in troubleshooting and problem-solving activities, ensuring timely resolution of technical issues and minimizing operational disruptions.
- ❖ Collaborated with cross-functional teams to ensure compliance with safety and operational standards, maintaining high levels of readiness.
- ❖ Managed documentation & reporting related to maintenance activities, ensuring compliance with naval regulations and standards.



## **Entrepreneurship Experience**

## **Mehra Dairy as Whole Time Director: November 2020 – December 2021**

### **Responsibilities:**

- ❖ Spearheaded the startup of dairy products, overseeing all aspects of operations, from production to distribution, ensuring compliance with industry standards.
- ❖ Developed and implemented operational strategies to enhance productivity and efficiency within the organization.



## Notable Accomplishments Across the Career

- ❖ Led multimillion-dollar infrastructure projects with a 10% cost saving, delivering advanced facilities including R&D labs, virtual labs, design studios, embedded labs, and collaborative workspaces for 10,000+ employees.
- ❖ Managed overall Capex and Opex budgets across multiple facilities and projects, overseeing financial control, vendor engagement, SLA compliance, and AMC operations with multiple service providers.
- ❖ Developed and implemented company-wide SOPs and policies covering facility management, security (physical and electronic), travel (domestic and international), transportation, cafeteria, and general administration.
- ❖ Headed the Technology Center's administration across 1 million sq. ft., covering security, logistics, reception, housekeeping, utilities, and vendor management while supporting enterprise-wide EHS and regulatory compliance.
- ❖ Led Environment, Health & Safety (EHS) and Business Continuity Planning (BCP), ensuring statutory compliance, employee well-being, and operational continuity through drills, audits, and pandemic strategy execution.
- ❖ Directed pan-India travel management and coordinated transport and cafeteria operations, including sourcing and vendor oversight across multiple facilities.
- ❖ Orchestrated corporate events such as Innovation Day, Fusion, and Techno Champ, contributing to employee engagement and organizational culture.
- ❖ Designed and executed enterprise-wide security strategies, including labor issue resolution, incident investigations, emergency response, and crisis management.
- ❖ Achieved significant utility cost savings through DG-grid synchronization, optimized petroleum and lubricant usage, and energy-efficient practices in facility operations.
- ❖ Played a key role in achieving ISO 9001, ISO 14000, and HACCP certifications by leveraging Lean, Operational Excellence, and resource optimization methodologies.
- ❖ Controlled capital and expense accounting processes and developed performance metrics to drive efficiency, transparency, and continuous improvement across all facility functions.
- ❖ Led Data Center operations and infrastructure management, ensuring uptime, compliance, and integration with broader facility services.

## PERSONAL DETAILS

Address: Pune, Maharashtra

Date of Birth: xx

Languages Known: Marathi, Hindi, English