

RESUME

ROHAN ARUN KADAM

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Objective

Seeking for a challenging position for responsibility where my past and varied experience would be fully utilized in career opportunity and making a significant contribution for the success of my employer will gain my career advancement opportunities.

Experience

Piramal Pharma Ltd.- Consumer Products Division

04 Sept 17 to Till date

Designation: Senior Manager – Administration and Facilities

Roles and Responsibilities

- Leading Administration & Facilities department for Consumer Products Division (CPD) of Piramal Pharma Limited. It involves department support for Corporate Office of CPD and Pan India offices.
- Managing compliances, leasing, new office setup requirements for Corporate Office as well as Pan India offices.
- Preparing & monitoring department annual Budget and controlling expenditures within allocated budget by implementing various optimisation methods.
- Optimising resources like space, men & machinery for the department by aligning business requirements from time to time.
- Implementing department SOP's for smooth functioning of the department.
- Providing Travel Desk assistance to CPD business PAN India employees.
- Working with cross departmental teams as a support for their Procurement of Gifts for Marketing dept./ Arranging new product launch event/ ESI activities/Outdoor Training activates/Corporate Events/HR -Awards, Festivals celebration/Gifts cards/ Diwali Gifts for Govt. authorities.
- Responsible for end-to-end operations for annual meetings, Monthly reviews meeting and Trainings for Pan India.
- Supervising & ensuring the audit of monthly expenditures of field employees are being conducted thoroughly.
- Ensuring all statutory compliances, contracts are in place for smooth functioning of business.
- Assisting all CPD business departments by processing their PR/PO, Invoices, GRN through Admin desk.

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Awards & Appreciations:

- Received Piramal Excellence Awards for
 - Admin Support & Deliverables Category for 2 times
 - For implementing online tool for expense management of field employees
- Received appreciation from Leadership Team & CEO for organising Annual Meet, Chairman's Event, Piramal Pharma Limited Listing Ceremony, PCC Family Event, and many more like this.

Achievements:

- Implemented online tool for expense management resulted smooth clearance of field employee expenses for approx. 1000+ employees.
- Implemented invoice-tracking tool.
- Assisted marketing / branding & sales team on timely basis including their last minute requirements and zero escalations.

Mahindra Rural Housing Finance Ltd. (Corporate Office)

12 Sept. 2014 To Sept. 2017

Designation: Infrastructure & Services Dept. (Admin):- Assistant Manager

Roles and Responsibilities

- Managing entire administration functions for Head Office, Regional Offices, and Branches. The work involves new project work, major remodelling / renovation of offices, procurement of assets, repair and maintenance work, Annual Maintenance contracts.
- Visit new branch sites, taking measurement, re-design layouts with vendor as per the branch requirement and taking approval on final layout & collecting quotations, negotiations and finalization of vendor.
- Co-ordinate with the admin representatives at branches & inter-department team at head office for day to day interaction such as Requisition processing, verify vendors quotations, identify inter connected vendors quotations, preparing comparative statements, negotiation with all vendors, if required take martial demo, obtain necessary approvals from Management, Issuing Purchase order/contract handover to user/vendor and taking acknowledgement, payment processing after work completion, etc.
- Preparing monthly Saving Sheet/Purchase order tracker, Shop& Establishment MIS and property management MIS, Housekeeping/Security MIS, Travel MIS, and Branch Business Stationery MIS.
- Preparing presentation quarterly review meeting with manager and management.
- Tracking PAN India branches Electricity Consumption /DG Set Consumption.
- Taking complete responsibility for end to end operation of International/Domestic Trips for employees & organize annual goal setting meet and arrange employee engagement activities.
- Working with cross departmental teams as a support for their activities (Monthly -Employee /Customer referral scheme, Elite Club winners/Employee Achievements).

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- Monitoring Housekeeping/Security daily check list and weekly interaction with them.
- Booking Air Tickets, Car and Train tickets for all the HO employees.
- Sharing property details with Legal team for drafting agreement for new premises.
- Tracking shop and establishment renewal MIS and weekly updating in dashboard.
- Exploring new vendors in the rural and Semi-urban departments for empanelments.
- Office Stationery purchase, printing Agreement and Finalising rate contracts A4 Paper.
- Finalising Rate Contract /AMC for office maintenance, DG Set, FAX Machine, Air Conditions, Cash Counting Machine, branches repair and maintenance, Fire Extinguisher, Cash Safe.

TATA AIA Life Insurance (Corporate Office)

December 2013 to September 2014

Designation: Administration Dept. -: Purchase Executive

Roles and Responsibilities

- Vendor identification collecting quotations from different vendors, negotiation, and obtaining necessary approvals from management for Housekeeping ,Security, Tele Caller Service, Document Scanning, A4 Paper, etc.
- Processing order of Operation Department (Envelopes, A4 paper, Stationary Purchase)
- Office Stationery purchase, printing agreement.
- Processing Infra & FMG department maintenance & repair related PO's.
- Finalizing AMC, RC for operation and FMG related work.
- Purchasing for IT related assets.
- Preparing Monthly PO Tracker/Open PO tracker /Branch Repair and maintenance expenses, Saving Sheet.
- Preparing Comparative for projects and new branches Infrastructure & FMG related work.

Kotak Mahindra Old Mutual Life Insurance Ltd. (Corporate Office)

May-2010 to December 2013

Designation: Administration Dept. -: Purchase Executive

Roles and Responsibilities

- Procurement and Logistics Dept. provides services to entire administration functions for Head Office, Back Office, Branches. The work involves new project work, major remodeling / renovation of offices, procurement of assets, repair and maintenance work, annual maintenance contracts, courier services etc.
- Maintaining Saving Sheet & AMC /Rate Contract Renewal Tracker, PO Closer Tracker.
- Tracking branches Electricity Consumption /DG Set Consumption.
- Vendor identification, negotiation, and obtaining necessary approvals from management from time to time.
- Coordinate with the admin representatives at branches & inter-department team at head office for day to day interaction such as, requisition processing, checking comparative statements, quotes, order / contract handover and acknowledgement from vendors,

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- payment processing after work completion, etc.
- Processing of orders through Oracle PO module. Also, creating vendors in Oracle PO module as per system required (for creating vendor – collection of vendor details in specified format template)
- Identify inter connected vendors, preparing comparative Sheet, Negotiation & Processing Orders/ Rate contracts / AMC.
- Coordinate with the vendors / service providers for timely delivery of the material based on the terms and conditions mentioned in the contract.
- Keeping records / MIS on Orders / Contracts / AMC processed and forward reminders to branches & vendors for renewals of AMC/Rate Contract before expired, coordinate with branches & vendors for settlement of payments from time to time.
- Coordinate with local dispatch team on timely delivery of necessary orders / contracts / AMC to the respective vendors or branch locations.
- Vendor identification, negotiation for Asset scrap/Relocation activity during branch merger and termination.
- Maintaining DG set /Inverters Preventive service reports.

Computer / Technical Knowledge

Oracle, Windows, MS Dos, MS Office, Outlook, Internet

Education

Part Time MBA- Marketing- Mumbai University
T.Y.B.com from Mumbai University -58%
H.S.C. from Mumbai University- 57%

Interests

I am interested in every new things encountered in one's life especially if I could learn something from it.

Special Skills

Patience / listening & reacting accordingly / Good grasping power / Self confident & moderate Communication skills and negotiation with vendors.

Profile

Determined and hard working person, result in oriented achieving career goals and enterprise objections. Besides this, also have good communication skills, objectivity and independence of thought and integrity with the ability to work under pressure of deadlines.

Date of Birth : June 10th , 1988

Civil Status : Married

I solemnly declare that the particulars statement and personal information/data I have given above are true and correct to the best of my own knowledge and ability.

(Rohan Arun Kadam)