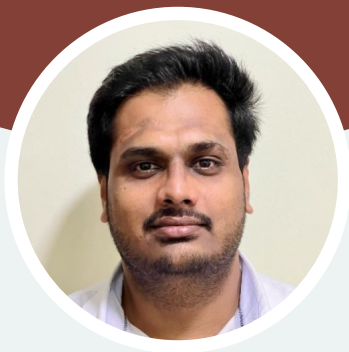


Siddhant Nitin Ghosalkar.



Personal details



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Ghosalkar Niwas, Laxmi Nagar
Thane West
400606 Thane West



October 13, 1997



Thane



Male

Skills

Facilities & Infrastructure
Management

Office Renovations & Relocations

Event & Conference Planning

AMC & SLA Management

Travel & Logistics Coordination

Compliance & Safety Management

Hobbies

■ Photography

■ Travelling

Profile

Experienced Administrative Executive with 5+ years in facilities and office management, vendor relations, event planning, and employee relocations. Skilled in streamlining operations, ensuring compliance, implementing cost-saving measures, and managing projects to enhance efficiency and employee satisfaction.

Education

Bachelor of Commerce

University of Mumbai

Feb 2018

Employment

Admin Executive

Mar 2023 - Present

Raymond Lifestyle Limited

General Maintenance of Corporate (Thane) & Regional office (Delhi, Hyderabad, Kolkata, Bangalore, Chennai & Coimbatore (DG, HVAC, UPS, VC Devices).

Facility Management/Infra Management/Transport Management/Cafeteria Management/Office Renovation. /Records Management/ Space Management. Event Management- Arranging Town Hall, Business Conference, Trade Show Setup, Employee Outings).

Taking Care of all Amc's of office equipment like DG, UPS, HVAC, VC devices. Office Relocations – created office layout as per business requirement with the help of vendor partners.

Managing contracts and relations with vendors, service providers, and landlords, ensuring all contracts are in line with company policy.

Employee Household Items Relocations.

Established the Raymond Laboratory with the assistance of vendor partners & handled permissions from MPCB & ETP for Laboratory operations.

Installed the Rekool System (Solar Panel For VRV) achieving nearly 30% electricity saving with an ROI within 2 Year.

Contributed to the Raymond Ltd. to Raymond Lifestyle Ltd. demerger by facilitating the revision of all regional office agreements using deed of adherence in collaboration with the in house legal team.

Maintaining the records of Admin Expenses on Monthly basis and shared quarterly with HOD & finance team.

Created an Admin Helpdesk Portal for employees as a one stop solution for their queries, with systematic documentation of each task for better tracking and transparency.

Admin Executive

May 2021 - Feb 2023

Woncore Global Solutions Pvt. Ltd

Vendor Management SLAs were created for smooth and hassle-free services, Penalty norms are shared to vendors, and if any of them fail to follow the SLA, they are penalized.

Daily, Monthly, Weekly activities are documented for future references.

Vendors are Frequently briefed if any challenges faced Periodic feedback are being shared for maintaining the SLA.

Petty Cash Management Maintaining the records of Daily, Weekly, Monthly transaction.

Creating monthly reports of all the expenses and shared to Finance team.
Maintaining AMC's of all the equipment's.
Maintaining Timely Maintenance scheduled for office premises & equipment's.
Multi-task and prioritize projects Able to complete complex administrative tasks with minimal supervision.
Perform accounting tasks, including invoicing and budget tracking.
Attentive to crucial situations even after shift.
Employee related activities – give Access cards to new employee & configure their access in biometric machine.
Stationery procurement & consumption monitoring.
Arrange booking of hotels, flights & visas for employees, Organize and supervise other office activities (recycling, renovations, event planning etc.)

Admin Executive

Mar 2020 - Nov 2020

Gep Worldwide

Facility Management/Event Management/Transport Management/Employee Relocations.

Provide calendar support and arrange domestic and international travel.

Book meeting rooms, maintain team aliases, onboard new employees, coordinate office moves, order supplies & equipment.

Coordinate, and execution of events Vendor/Partner management Onboard vendors, write SOWs, create Purchase Orders, manage invoicing.

Planning and coordinating domestic and international trips end-to- end for the management team, including the proactive anticipation of all coordination.

Transport IN Charge

Jan 2018 - Feb 2020

Smitha Logistics - CMA CGM Shared Service Pvt Ltd

Monitor transport arrangement & fleet planning and back up for employees.

Monthly driver training & briefing wrt the safety guidelines. Motivating the driver and staff thru the Quarterly R&R [Drivers].

Safety & security compliance wrt Vehicles | Drivers or owners. Handling Transport application as (Safetrax) for daily operation, interacting with base team and client to resolve concerns raised against the application.

Ascertain penalties | disciplinary action to be levied/initiated against the driver or owner for any non-compliances.

Additional transport arrangement planning to confront contingencies viz local trains issues / strikes / bands etc.

Weekly Periodic meetings with the team to discuss and mitigate any operational difficulties faced in implementation of given task.

Transport Supervisor

May 2016 - Dec 2017

Vikas Travels - Reliance JIO limited

Arranging Drop & pickup for office employees.

Prepare transport roster for entire week for all the employees. Preparing daily / Monthly reports referred to transport activity.

Prepare monthly MIS/billing and share the same to client.

Periodic training to fleet drivers, covering daily routine activity, Grooming.