

Shailesh Sunil Jha

A-402, Green Park Building, Plot no. 2/3, Sector 3, Near Ghansoli, Navi Mumbai: 400701.

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Professional Summary

Experienced Facility and Administration Professional with over 12 years in manufacturing, automobile, and IT sectors. Skilled in vendor and asset management, infrastructure maintenance, travel and event coordination, and office renovation. Proven ability to ensure smooth daily operations and successful execution of administrative functions. Strong interpersonal, negotiation and leadership skills.

Key Skills

Facility & Infrastructure Management, Office Administration & Coordination, Vendor Development & Procurement, Budgeting & Cost Optimization, Preventive Maintenance Planning, Office Renovation & Relocation, Asset Lifecycle & Inventory Control, Government Liaison & Regulatory Compliance, Security & Housekeeping Supervision, Travel & Hotel Management, Lease Agreement & Documentation, Event Planning & Coordination, Transport Management & Logistics, Helpdesk & Front Office Operations, Staff Welfare & General Services, Team Leadership & Cross-functional Collaboration

Professional Experience

Inspiroz IT Services Pvt Ltd, Navi Mumbai (Jun 2019 – Present)

Facility Administrator

- Lead daily operations of facilities management, including vendor contracts, AMC handling, and repair & maintenance activities.
- Coordinated transport services, canteen operations, event setups, and asset tracking systems.
- Spearheaded office renovation projects, coordinating with architects, contractors, and vendors.
- Ensured regulatory compliance through government liaison activities (MIDC, MSEDCL, etc.).

Sify Technologies Ltd, Navi Mumbai (Nov 2017 – May 2019)

Associate – Administration

- Managed MSEDCL billing resolutions, inspection coordination, and vendor management.
- Executed preventive maintenance schedules and maintained building infrastructure.
- Handled lease renewals, documentation, and administrative purchases.

Vashi Electricals Pvt Ltd, Mumbai (Dec 2016 – Jul 2017)

Asst. Manager – Administration

- Orchestrated office setups in Hyderabad and Mumbai including interior, utility, and IT readiness.
- Coordinated vendor sourcing and managed customer engagement events.

Walplast Products Pvt Ltd, Navi Mumbai (Jun 2012 – Apr 2015)

Sr. Executive – Admin

- Oversaw pan-India travel desk operations, facility maintenance, and security services.
- Managed logistics, procurement of mobile devices, and vehicle movements.

KSM Motors (Volkswagen), Navi Mumbai (Mar 2011 – Jun 2012)

Executive – Administration

- - Maintained service center operations, including equipment management, AMC, and front desk support.

Key Projects

- Office Renovation – ACS: Led renovation, including design coordination, vendor billing, and handover verification.
- Office Relocation – Home Credit India: Managed entire shift from Rabale to Airoli, including asset transport, utilities transfer, and snag-free closure.

Education

- PGDM (HB) – Welingkar Institute of Management (2024)
- B. Com – Oriental Education Society, Mumbai University (2014)
- Class XII – Sainath College Vashi, Mumbai (2008)
- Class X – New English High School, Airoli (2006)

Technical & Personal Skills

- Tools: MS Word, Excel, Internet, Email
- Strengths: Strong communication, negotiation, problem-solving, quick learner, proactive

Languages Known

English/ Hindi/ Marathi.

Interests

- Sports – Captain of Ekdanta Cricket Team (Navi Mumbai Premier League)
- Fitness – Regular fitness enthusiast
- Travel – Passion for exploring different regions and cultures