

Sagar Sudhir Gupte

Contact

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DOB - November 7, 1981

Education

B. Com Mumbai University

Key Skills

Overall, all day-to-day office administration activities / Store Management / Back Office / Asset Recon / Facility Management
Global Data Management
Budgeting / CAMC / AMC Service
Contracts / New Office Set up.
Logistics & Transport / Employee Welfare
Events & Hospitality / Security
Management / Automation / Savings
Commercial / NON-IT Procurement /
Vendor Management / Transit House
Management / Couriers / Postage / Power
BI

Overseeing daily administration soft service operations, managing leaders, employees, as well as contract staffs, ensuring compliances with office regulations, and providing exceptional services & facilities. Also responsible for analyzing admin financial data, identifying trends, and developing strategies to improve the administration performance.

Leadership - Successfully led team exceed Administration goals while maintaining excellent employee as well as leaders' satisfaction.

Communication - Participation & contribution in new procedures and technologies, automation that improved efficiency and streamlined administration operations.

Objective

As an Assistant manager, my primary objective is to manage the function of office administration, managing employees as well as contractual staff, coordinating with each department leaders and ensuring exceptional administration services. I aim to create positive & productive work environment by communicating with team members, employees & leaders, setting clear goals & monitoring performance, worked on new ideas & innovations, Automations, online Portals.

Experience

FEBRUARY 2025 - CURRENT JOB

Assistant Facility Manager (AFM Soft) | JLL (Site Samsung Goregaon)

Complete operations for Samsung 9 location, approx. 400 + employees and 30+ support staff including technical + Soft. It is a client-based operation and needs to be fulfill their day to day requirement including R & M, Data Management, management, internal external clients, Building Management VVMS etc.

MARCH 2024 - DECEMBER 2025

Center Manager | JLL (Site Table Space BKC)

Complete operations for Table Space 12 nos. client, approx. 400 + employees and 24 support staff including technical + Soft and security. It is a client-based operation and needs to be fulfill their day to day requirement including R & M, Data Management, management, internal external clients, Audits, Building Management VVMS etc.

MARCH 2011 - DECEMBER 2023

Assistant Manager | EVIDEN (ATOS SYNTEL)

Facility Management, Vendor Management, Store Management, Assets management, Audits, Hospitality, Purchase, Vendor Payments, Transport, Travel, Logistics, Events Expenditure Dashboard, budget analysis, savings etc.

OCTOBER 2005 - MARCH 2011

Assistant Manager | Oracle Financial Services Software Ltd.

Facility Management, Security, Audit, Store, Stationery Repair & Maintenance etc.

OCTOBER 2000 - OCTOBER 2005

Assistant Manager | Ness Technologies

Facility Management, Security, Audit, Store, Stationery Repair & Maintenance, Transport, Hospitality,

AUGUST 1998 - OCTOBER 2000

Outdoor Assistance / Peon / Technician | Tushaco Pumps Ltd (Pump Sales Corporation)

Banking & outdoor customer visits, payouts, Transport & Pump maintenance