

RESUME

Name: Sanjay Pitamber Patil

Mobile No: 9320551354

Carrier Objective:

To have a highly challenging career in any field of HR & Admin Department controlling where I can apply my knowledge & applicative mind with creativity to acquire new skills with highly experienced professionals.

Professional Summary:

A confident and smart working, with Last **28 years** of work experience in the field of Constructions. I have achieved a professional edge with lots of learning throughout my career and I consider myself an adept in achieving targets.

Work Experience:

1. Organization: SHRIM BHANU CONSTRUCTION PVT LTD

Designation: Manager Administration

Duration : 22nd November 2024 to Till date

Job profile:

- Coordination with Govt. dept. for getting various licenses like Contract Labour License, Inter State Migrant Workers license, BOCW Registration, WC Policy, Car Policy, MPCB Clearance & Etc. for the all projects.
- Cheeked & compare of all sites MIS reports received and submit to our HR Head
- Implementation of various policies and procedures by HO.
- Assisting P & M to carry out RTO compliances & insurances for vehicles, equipment & machineries.
- Informing about any type of incidents occurred from site and inform to HO Head HR / Director.
- AMC contract & other agreements renewals from time to time.
- Submit to all sites Statutory Compliances like PF, ESIC, Minimum Wages, Laboure welfare fund, Annul Return time to time.
- Solving the problem of Local Issues, Mathadi, Police, Etc.
- Coordinating to submit documents relating to insurance claims from time to time
- Coordination with other function viz. Accounts, Procurement, EHS, Stores, P&M for all day-to-day requirements.
- **Achievements:**
- Bhanu Construction Pvt Ltd company construction in various residential, commercial and Industrial building Project all Mumbai & Yearly **500 Crores** ton over approx.

- Posting at our head office, Vidyavihar Mumbai and regular basis coordination with various sites of Projects manager & Admin People regarding the sites Issus.

Work Experience:

2. Organization: KEC INTERNATIONAL LTD

Designation: Manager Liaisoning

Duration : 10th August 2022 to 31st August 2024.

Job profile:

- Mobilization of site, Projects Office, labour camp, guest house & staff's quarters.
- Co-ordination with Govt. dept. for getting various licenses like Contract Labour License, Inter State Migrant Workers license, BOCW Registration, WC Policy, Car Policy, for the project, MPCB Clearance & Etc.
- Preparation of MIS reports as and when required by HO.
- Implementation of various policies and procedures forwarded by HO.
- Assisting P & M to carry out RTO compliances & insurances for vehicles, equipment & machineries.
- Informing about any type of incidents occurred at site to HO from time to time
- AMC contract & other agreements renewals from time to time.
- Submit Statutory Compliances like PF, ESIC, Minimum Wages, Labour welfare fund, Annual Return time to time.
- Liaisoning with hospitals type & police authorities during emergencies.
- Solving the problem of Local Issues, Mathadi, Police, Nmmc, Etc.
- Coordinating to submit documents relating to insurance claims from time to time
- Assisting for deployment of security and laborers as per requirement
- Coordination with other function viz. Accounts, Procurement, EHS, Stores, P&M for all day-to-day requirements.
- **Achievements:**
- Past Working at L&T Reality, West Square High Rise Building Projects Sea woods, Navi Mumbai. Project for Construction. Of 42 stories 5 Towers Civil Work, & Infrastructures Work ECT. Construction Cost Approximately of (**Rs, 340 Corers**).

Work Experience:

3. Organization: AYOKI FABRICON PVT LTD

Designation: Manager Administration

Duration : From 18th May 2022' to 09th August 2022

Job profile:

- Monitoring and verifying of attendance in site employees and Semi staffs.
- Mobilization of site, labour camp, guest houses & staff's quarters.

- Co-ordination with Govt. dept. for getting various licenses like Contract Labour License, Inter State Migrant Workers license, BOCW Registration, WC Policy, Car Policy, for the project.
- Preparation of MIS reports as and when required by HO.
- Implementation of various policies and procedures forwarded by HO
- Assisting P & M to carry out RTO compliances & insurances for vehicles, equipment & machineries.
- Assisting HR & EHS dept. to carry out activities & training programs at sites
- Providing facilities to employees at site such as printing, stationery, mobile connectivity etc.
- Assisting to complete the performance appraisals from time to time
- Informing about any type of incidents occurred at site to HO from time to time
- AMC contract & other agreements renewals from time to time
- Maintaining files related to employees, assets etc.
- Submit Statutory Compliances like PF, ESIC, Minimum Wages, Labour welfare fund, Annul Return time to time.
- Maintaining all statutory registers at sites,
- Verification of logbooks for Vehicles.
- Follow-ups for payment release for admin related vendors.
- Maintaining petty cash for admin activities
- Liasoning with hospitals & police authorities during emergencies
- Filing of annual returns.
- Updating of consolidated master chart, hygiene labour report etc.
- Coordinating to submit documents relating to insurance claims from time to time
- Monitoring mess at site, staff quarters & guest houses
- Monitoring of housekeeping & Pantry services at site, staff quarters & labour camps.
- Assisting for deployment of security and laborers as per requirement
- Arranging facilities for Labour training at sites.
- Maintaining hygiene at site and labour colony
- Effectively discharging duties and responsibilities as a single point contact for types of coordination.
- **Achievements:**
- Working at Adani Cement Industries Limited Project, in Dahej Gujarat. Project for Construction. Of Cement Plant Civil Work, Mechanical Work & Infrastructures Work ECT. Construction Cost Approximately of (Rs, 100 Corers)

- **Work Experience:**

- 4. **Organization: AHLUWALIA CONTRACTS LTD**

Designation: Deputy Manager Administration

Duration : From 01th September 2020' to 30th October 2021

Job profile:

- Monitoring and verifying of attendance in site employees and Department staffs.
- Mobilization of site, labour camp, guest houses & staffs quarters.
- Co-ordination with Govt. dept. for getting various licenses like Contract Labour License, Inter State Migrant Workers license, BOCW Registration, WC Policy, Car Policy, for the project.
- Preparation of MIS reports as and when required by RO and HO.
- Implementation of various policies and procedures forwarded by RO / HO
- Assisting P & M to carry out RTO compliances & insurances for vehicles, equipment & machineries.
- Assisting HR & EHS dept. to carry out activities & training programs at sites
- Providing facilities to employees at site such as printing, stationery, mobile connectivity etc.
- Assisting to complete the performance appraisals from time to time
- Informing about any type of incidents occurred at site to RO and HO from time to time
- Assisting in booking tickets for travel & hotel for site staffs
- AMC contract & other agreements renewals from time to time
- Maintaining files related to employees, assets etc.
- Maintaining statutory registers at sites
- Verification of logbooks and bills related to admin vendors
- Assisting accounts to open vendor codes for admin related suppliers.
- Follow-ups for payment release for admin related vendors.
- Maintaining petty cash for admin activities
- Liaisoning with hospitals & police authorities during emergencies
- Attending to court orders as may be required
- Filing of annual returns
- Updating of consolidated master chart, hygiene labour report etc.
- Coordinating to submit documents relating to insurance claims from time to time
- Monitoring mess at site, staff quarters & guest houses
- Monitoring of housekeeping & Pantry services at site, staff quarters & labour camps.
- Assisting for deployment of security and laborers as per requirement

- Arranging facilities for Labour training at sites.
- Maintaining hygiene at site and labour colony
- Arranging and monitoring of Fleet management at sites
- Coordination with other function viz. Accounts, Procurement, EHS, Stores, PNM for all day-to-day requirements
- Effectively discharging duties and responsibilities as a single point contact for types of coordination.
- **Achievements:**
- Working at Blue Grass Business Park Complex & Blue Grass Residential Project, in Pune. Project for Construction. Of 1No Commercial Buildings in 22 Floors and High-rise multistoried buildings (Tower) 03 nos. (Stilt + 24 floors), Clubhouse, Swimming pool, Tennis court & Infrastructures Work Ect. Construction Cost Approximately of (Rs, 350 Corers).
- **Work Experience:**

5. Organization: CAPACITE INFRAPROJECTS LTD

Designation: Deputy Manager Administration

Duration : From 10th January 2019' to 30th November 2019

Job profile:

- Monitoring and verifying of attendance in site employees and NMR staffs
- Mobilization of site, labour camp, guest houses & staffs quarters.
- Co-ordination with Govt. dept. for getting various licenses for the project.
- Preparation of MIS reports as and when required by RO and HO.
- Implementation of various policies and procedures forwarded by RO / HO
- Assisting P & M to carry out RTO compliances & insurances for vehicles, equipment & machineries.
- Assisting HR & EHS dept. to carry out activities & training programs at sites
- Providing facilities to employees at site such as printing, stationery, mobile connectivity etc.
- Assisting to complete the performance appraisals from time to time
- Informing about any type of incidents occurred at site to RO and HO from time to time
- Assisting in booking tickets for travel & hotel for site staffs
- AMC contract & other agreements renewals from time to time
- Maintaining files related to employees, assets etc.
- Maintaining statutory registers at sites
- Verification of log books and bills related to admin vendors

- Assisting accounts to open vendor codes for admin related suppliers.
- Follow-ups for payment release for admin related vendors.
- Maintaining petty cash for admin activities
- Liaisoning with hospitals & police authorities during emergencies
- Attending to court orders as may be required
- Filing of annual returns
- Updating of consolidated master chart, hygiene labour report etc.
- Coordinating to submit documents relating to insurance claims from time to time
- Monitoring mess at site, staff quarters & guest houses
- Monitoring of housekeeping & Pantry services at site, staff quarters & labour camps.
- Assisting for deployment of security and laborers as per requirement
- Arranging facilities for Labour training at sites.
- Maintaining hygiene at site and labour colony
- Arranging and monitoring of Fleet management at sites
- Coordination with other function viz. Accounts, Procurement, EHS, Stores, PNM for all day-to-day requirements
- Effectively discharging duties and responsibilities as a single point contact for types of coordination.
- **Achievements:**
- Working at **Obero'i Garden City Project, of Goregaon, Mumbai** Project for Construction. Of High-rise multistoried buildings (Tower) 05 nos. (Stilt + 65 floors), Clubhouse, Swimming pool, Tennis court & Infrastructures Work Ect. Construction Cost Approximately of **(Rs, 750 Corers).**

- **Work Experience:**

6. Organization: IVRCL LIMITED, HYDERABAD, (MUMBAI)

Designation: Sr Officer HR & Administration

Duration : From 06th July 2006' to 09th January 2019

Job profile:

- Supervising all the activities for it is Admin & H R Department Related.
- Monitoring the ongoing activities and managing as per Company & Client requirement.
- Licensing Works. Like Contract Labour License, Building & Other Construction works Registration, Car Policy, WC Policy, ESI, P F, Vehicle Registration, Royalty Permission & Debris Management Permission Ect.
- Maintaining of Staff Attendance online, Manually, Staff Leave Records & LTA, CT.

- Maintaining of Day-to-Day Correspondence of Head Office & Regional Office.
- Maintaining of Labour Records. Like Muster Roll, Wages Register, Advance Register, Overtime Register, Fine Register and Contractor Register.
- Legal Compliances, Annual & Half Yearly Returns & Statutory Record submit to Government department Time to Time.
- Recruitment of NMR & Temporary Employees at Site Requirement.
- Arrangement of Guesthouse, Bachelor Staff Accommodation, Labour Camp, and Canteen Facilities provide.
- Deploying different types of contractors for various activities & Contractor Scrutinizes & Screenings Formalities.
- Coordinating with All Staff, Sub contractors, Client Reprehensive & Government staff.
- Local Problem Sort out Like Police Station, Municipal corporation, Traffic Police and local Public.
- Motivating the junior staff and manage the work according to the targets.
- Following the safety norms of ISO and implementing them strictly.
- Arrangement for the Training Program regarding Safety, tool box meeting daily basis.
- Labour welfare Program and Local doctor appointment for the staff & labour Health checkup and camp arrangement at site.
- **Achievements:**
- Project Completed at **National Institute Securities Market (SEBI) of Patalganga Tal- Khalapur Dist – Raigad** Project for Construction of Student Hostel Block 4 No. & Executive hostel Building 1 no (Stilt + 7Floors) Construction Cost Approximately of Rs, 78 Corers).
- Project Completed at **Radha Somi Satsang Beas, Bandra,** Mumbai Project for Construction of Sat sang Hall Building (Stilt + 12 Floors), Mumbai. (Construction Cost Approximately of **Rs, 38 Corers**)
- Project Completed **IIT Powai Bombay, Mumbai** Project for Construction of Computer centre & Computer Science Complex Institute Building (stilt + 6 firs), and Mumbai. (Construction Cost Approximately of **Rs, 40 Crores**)
- Project Completed the **High-rise multistoried buildings 11nos.**(Stilt + 18 floors), Clubhouse, Swimming pool, Tennis court & Infrastructures Work, within a record breaking time for the prestigious project of **Sea Woods Estate Phase II (Part I & Part II) Near NRI Complex, Sector 54,56, & 58 Nerul Navi Mumbai.** (Construction Cost Approximately of **Rs, 180 Corers**).

- Achieved Golden safety award & Bronze award as Best of Quality improvement consecutive years in our organization.

- **Work Experience:**

7. Organization: SHARAD CONSTRUCTION PVT LTD (MUMBAI)

Designation: Site Accountant & Administrative Officer.

Duration : From 01st December 2001' to 31st June 2006

Job profile:

- Supervising all the activities for it is Accounts & Admin Department Related.
- Monitoring the ongoing activities and managing as per Company & Client requirement.
- Licensing Works. Like Contract Labour License, Building & Other Construction works Registration, Car Policy, WC Policy, ESI, P F, Vehicle Registration, Royalty Permission & Debris Management Permission Ect.
- Maintaining of Staff Attendance, Manually, Staff Leave Records & LTA, Medical, Mediclaim, Bonus ECT.
- Maintaining of Day To Day Correspondence of Head Office.
- Maintaining of Labour Records. Like Muster Roll, Wages, Advance, Overtime, Fine and Contractor
- Legal Compliances & Statutory Record submit to Government department
- Recruitment of NMR & Temporary Employees at Site Requirement.
- Arrangement of Guesthouse, Bachelor Staff Accommodation, Labour Camp, and Canteen Facilities provide.
- Deploying different types of contractors for various activities & Contractor Scrutinizes & Screenings Formalities.
- Coordinating with All Staff, Sub contractors, Client Reprehensive & Government staff.
- Local Problem Sort out Like Police Station, Municipal corporation, Traffic Police and local Public.
- Motivating the junior staff and manage the work according to the targets.
- Maintaining of Cash Vouchers, Labour Contractors Weekly advance, Suppliers Bills, Staff Salary, Labour Payments, ECT.

- **Achievements:**

- Projects Completed the Symbiosis Collage for Construction of Institute Building (stilt + 5 floors), Girls Hostel, Bungalow at Pune.(Construction Cost Approximately of Rs, 14 Crores)
- Projects completed the industrial & pharmaceutical prestigious project of Glaxo

SmithKline Asia Pvt Ltd at Nasik. (Construction Cost Approximately of Rs, 12 Crores).

- Projects Completed the Sahara India Ambivali Project at Lonavala. For Construction of site office, Cafeteria, Swimming pool, Timber Chalets, Site Development work. (Construction Cost Approximately of Rs, 12 Crores).

- **Work Experience:**

8. Organization: THREE CIRCLES CONTRATCTORS (MUMBAI)

Designation: Site Accountant & Administrative Officer.

Duration : From 01st January 1995' to 30th November 2001

Job profile:

- Maintaining of Cash Vouchers, Labour Contractors Weekly advance, Suppliers Bills, Staff Salary, Labour Payments, ECT.
- Construction machinery record, maintenance, and Hired machinery payment Making.
- Collection for the Clients Payment and follow to monthly billing proses.
- Licensing Works. Like Contract Labour License, Building & Other Construction works Registration, Car Policy, WC Policy, ESI, P F, Vehicle Registration, and Royalty Permission & Debris Management Permission Ect.
- Maintaining of Staff Attendance, Manually, Staff Leave Records & LTA, Medical, Mediclaim, Bonus ECT.
- Maintaining of Day-to-Day Correspondence of Head Office.
- Maintaining of Labour Records. Like Muster Roll, Wages, Advance, Overtime, Fine and Contractor.

- **Achievements:**

- Completed Projects of State & Central Government under, PWD, MSRDC, MIDC CIDCO, JNPT, GPPL, and Construction of Reclamation, Roads, Small Bridges, and Culverts Projects at Mumbai & Navi Mumbai.

- **Strengths:**

- Good Communication Skills for HR & Admin Department.
- Capacity to work under pressure and stress.
- Problem solving capability.

- **Hobbies & Extra Curricular Activities:**

- Making new friends, playing cricket, and listening to music have always been my Self-Assessment Hardworking & dedicated Honest Adaptable.

- **Personal Profile:**

- **Name** : Sanjay Pitamber Patil
- **Date of Birth** : 30th April 1969.
- **Sex** : Male.
- **Marital Status** : Married.
- **Present Address** : Building No A-22 Room No-1/1 Pallavi CHS, Sector -5, Kalamboli Tal - Panvel Dist – Raigad Pin -410218.
- **Permanent Address**: At & Post –Nardana Tal – Shindhkheda Dist- Dhule Pin- 425404 (Maharashtra)
- **Educational Qualification**: SSC, Maharashtra State Board June 1985 Pass. FYJC Arts Pass 1986.
- **Computer proficiency** : Working knowledge of MS Excel & MS Word, Power Point, and Internet.
- **Other Proficiency**: IMS Course & Admin Related Training Program Attend, ISO-9001-2015/ 14001-2015 & 18001-2008 (Internal Auditor)
- **Languages known** : English, Hindi, Marathi & Gujarati.
- **Email Id**: **Sanjay_PPatil36@Yahoo.com / Sanjayppatil36@gmail.com**
- **Contact No** : Mobile: - 9320551354 / 8169569625 Resi: - 09702332904
- **Current CTC** : **10.80 Lacks per Annum.**
- **Expected CTC** : **12.00 Lacks Per Annum. (Negotiable)**
- **Notice Period** : **One Month**

There by declare that the above-mentioned particulars are true to the best of my knowledge & belief & I am sure that I will show my best performance if opportunity is given in your estimated Organization.

DATE:

PLACE:

(SANJAY P PATIL)