

Sanjay Devhare

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Summary:

Qualified Professional having extensive hands on experience and expertise in General Administration, Facilities & Maintenance Management, Industrial Relations (IR) and Personnel Management. Front Office Management, Customer Service, Sales Coordination, Client Relationship, Factory and Office and operations management in industry like Automobile, Manufacturing, Jewelry , Chemical product ,Hotels & Mall , Civil & Infrastructure, and BPO & IT.

Work Experience:

Garware Capital Market Limited

Garware Group Company – Garware Technical Fibres Ltd, Net & Rope Manufacturer & Supplier

Designation

Deputy Manager – Administration, Facility & PR (Mumbai & Pune)

March 23 – Till Date

Roles & Responsibilities –

- **Administration** – Lead as a face of Administration for Factory, Corporate Offices, Guesthouses, and Personal Properties & Aviation. Responsible for managing end to end administrative work. Supervising all administrative activities like branch facilities, repair, and maintenance, etc. Accountable for all overseeing general administrations with zero downtime for all admin related services. Oversee facility refurbishment and renovations, Coordinate intra-office moves.
- **Compliance, Corporate Process & Policies** - Taking care of compliance parameters as prescribed by organization and implementation of same at all branches. Lease deed renewal, shop & establishment registration/renewals, mandatory register, and records etc. Tracking, monitoring, and implementation of all admin related corporate process and policies at all premises. Ensure zero audit issues related to Factory and Administration.
- **Government License** -Handling all new & renewal of licenses as per requirement (Shop & Establishment, DISH, Factory, Trade, Neon Sign, Weight & Measure License, MPCB Licenses, Fire NOC, NSIC, Udyog Adhar). Fulfill documentation for all licenses. Handle all related inspections and audits.
- **Liaisoning** - Liaisoning with Govt. authorities like BMC, PMC, MPCB, Police Department, Labour Office, Factory Inspector, Mathadi Association, Mantralaya, CIDCO, and food Department. Liaising with various Local/Government Authorities for obtaining approval for all activities. Liaising with law firm, Govt Offices along with different internal functions.
- **Legal Matters** - Handling of all legal issue related organization; follow up with lawyer and concerned people to track status. Police station issues & case employee issues within system. Drafting legal letter, Various Agreements and contracts, Legal notice, Lease Deed, License Agreement & MOU. Doing stamp duty Valuation, Property Registration work.
- **Procurement, Vendor & Supplier Management & Cost control** – Do Coordination and follow – up with contractor/vendor activities regard to the equipment's and interior maintenance. Developing and implementation of key purchase strategies and ensuring that plans are aligned with project requirements. Developing, review and tracking vendors activities and accountable for clearing payments on time by proper checking, controlling, and keeping the expense in control as per budget allocation by management. Responsible for reducing branch operational cost without hampering any business

activity. Work together with the procurement team to ensure our key suppliers remain competitive whilst providing a quality service. Extensive knowledge of external service provider framework and coordination of external suppliers.

- **Infrastructure Development / Location Expansion / Project Management /-** Responsible for opening of new office as per business plan. Sourcing of new properties/Shifting/Extension of premises as per business feasibility and as per prescribed parameters by company. Supervising the expansion of new branches. Overseeing projects with cost budget as per branch interior requirements. Expert in office infrastructure set-up and paper work and govt approvals.
- **Organization Safety** – Carrying out site statutory, client audits, health & safety audits to ensure that all the compliances, client requirements are maintained. Developing safety policies and procedures, organize team meetings, solve safety issues, coordinate audits and inspections, track corrective actions and incident data, review important safety documents, Proper control on security team and trained them on company's SOP. Maintenance of fire equipment's and period audits. To conduct fire drills for members for safety awareness. CCTV controlling and regular monitoring. Arranging private security to company's director and guests. Taking round of property with each security Supervisor during their shift.
- **Facility Management** – Lead and manage complete M & E and technical operations of the facility. Responsible for ensuring that the facilities, layout and machinery to run their maximum efficiency and output. Maintenance of electrical distribution system, DG, Transformers, UPS, DB, HVAC etc. Responsible for Energy & Cost saving measures, process simplification, risk analysis.
- **Budget Management** – Prepare and present dashboards and MIS reports on monthly, half – yearly, annually on regards all facility activities. Prepare Administrative Budget & road map with respect to needs & requirements of Business operations. Achieve financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures & monitoring costs. Optimization of Resources:
- **AMC** - New AMC, Renewal of AMCs on regular interval after obtaining competitive quotations, ensuring proper and periodical maintenance of the Company's Electric and Electronics Equipment like AC, Printers, EPBX, Water Purifier, Water Cooler, CCTV, Biometric Machines, AHU, Compressor, Two Post Lifts, ETP Plant. Plan, co-ordinate and supervise preventive maintenance check for key utilities like D.G. Sets, Chiller, AHU Units, UPS & other utilities
- **Vendor Sourcing & Management** – Act as point of guidance on tender preparation, Requisition floating and negotiation through techno-commercial comparison for concluding on cost effective proposals. Selection of vendor, negotiation on rates, checking of material quality. Checks and Scrutinize suppliers' bill and forwards only authorized bills to accounts department for payment. Check vendor's GST payment details.
- **Fleet Management** - Ensuring proper operation and maintenance of Company vehicles, their insurance, documentation and any other related assignments. Judicious and optimum utilization of Company vehicles in coordination with the Management. Management of hired, pick-up and drop vehicles of the Company. Allotment of company vehicle to Managers with proper documentation. Driver's management of Director's vehicles. Keep control on fuel consumption, issuing petro card. Timely renewal of vehicle insurance. Control on fuel consumption. Coordination with Bus Transport agencies for billing and compliances.
- **Insurance** – Look after all types of insurance of company vehicles, employee, Property insurance (Workmen Compensation)
- **Canteen Management** – Maintaining hygiene in canteen by monitoring canteen operating system. Purchasing equipment, implement policies and standard process, finalizing food menu, selection of vendor. Collect feedback from employees to understand the quality of food and other standard. Attending food department inspection and maintaining all required standard in canteen area. Maintain all safety and fire norms as per government and BMC instructions.
- **Travel desk Management** – Arrange & Booking of Executive travel, hotel arrangement as needed also coordinating complex international and domestic travel itinerary. Handle staff transport.
- **Event Management** – Budgeting Event. Organized and Execute company events. Coordinating and facilitating set up of communication meetings, Training, special events, Annual Sports, Annual Day, Health Checkup Camps, exhibition and seminars.

D. Navinchandra Jewels

Designation

Manager – Administration, Facility & Procurement

March 2021 – Feb2023

Roles & Responsibilities –

- **Administration** – Lead as a face of Administration, Facility, and Maintenance & Procurement department across the organization. Instructing team members on the best practices to maintain the property.
Responsible for managing end to end administrative work. Supervising all administrative activities like branch facilities, repair, and maintenance, etc.
Accountable for all overseeing general administrations with zero downtime for all admin related services. Oversee facility refurbishment and renovations, Coordinate intra-office moves.
- **Facility Management** – Lead and manage complete M & E and technical operations of the facility. Responsible for ensuring that the facilities, layout and machinery to run their maximum efficiency and output. Maintenance of electrical distribution system, DG, Transformers, UPS, DB, HVAC etc. Responsible for Energy & Cost saving measures, process simplification, risk analysis.
- **Compliance, Corporate Process & Policies** - Taking care of compliance parameters as prescribed by organization and implementation of same at all branches. Lease deed renewal, shop & establishment registration/renewals, mandatory register, and records etc. Tracking, monitoring, and implementation of all admin related corporate process and policies at all premises. Ensure zero audit issues related to admin & Facility.
- **Government License** -Handling all new & renewal of licenses as per requirement (Shop & Establishment, DISH, Factory, Trade, Neon Sign, Weight & Measure License, MPCB Licenses, Fire NOC, NSIC, Udyog Adhar). Fulfill documentation for all licenses. Handle all related inspections and audits.
- **Infrastructure Development / Location Expansion / Project Management /-** Responsible for opening of new office as per business plan. Sourcing of new properties/Shifting/Extension of premises as per business feasibility and as per prescribed parameters by company. Supervising the expansion of new branches. Overseeing projects with cost budget as per branch interior requirements. Expert in office infrastructure set-up and paper work and govt approvals.
- **Budget Management** –Prepare and present dashboards and MIS reports on monthly, half – yearly, annually on regards all facility activities. Prepare Administrative Budget & road map with respect to needs & requirements of Business operations. Achieve financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures & monitoring costs. Optimization of Resources:
- **Procurement, Vendor & Supplier Management & Cost control** – Do Coordination and follow – up with contractor/vendor activities regard to the equipment's and interior maintenance. Developing and implementation of key.
- **Liaisoning** - Liaisoning with Govt. authorities like BMC, PMC, MPCB, Police Department, Labour Office, Factory Inspector, Mathadi Association, Mantralaya, CIDCO, and food Department. Liaising with various Local/Government Authorities for obtaining approval for all activities. Liaising with law firm, Govt Offices along with different internal functions.
- **Legal Matters** - Handling of all legal issue related organization; follow up with lawyer and concerned people to track status. Police station issues & case employee issues within system. Drafting legal letter, Various Agreements and contracts, Legal notice, Lease Deed, License Agreement & MOU. Doing stamp duty Valuation, Property Registration work.
- **Organization Safety** – Carrying out site statutory, client audits, health & safety audits to ensure that all the compliances, client requirements are maintained. Developing safety policies and procedures, organize team meetings, solve safety issues, coordinate audits and inspections, track corrective actions and incident data, review important safety documents, Proper control on security team and trained them on company's SOP.
- **AMC** - New AMC, Renewal of AMCs on regular interval after obtaining competitive quotations, ensuring proper and periodical maintenance of the Company's Electric and Electronics Equipment like AC, Printers, EPBX, Water Purifier, Water Cooler, CCTV,

- Biometric Machines, AHU, Compressor, Two Post Lifts, ETP Plant .Plan, co-ordinate and supervise preventive maintenance check for key utilities like D.G. Sets, Chiller, AHU Units, UPS & other utilities
- **Vendor Sourcing & Management** – Act as point of guidance on tender preparation, Requisition floating and negotiation through techno-commercial comparison for concluding on cost effective proposals. Selection of vendor, negotiation on rates, checking of material quality.
- **Fleet Management** - Ensuring proper operation and maintenance of Company vehicles, their insurance, documentation and any other related assignments. Judicious and optimum utilization of Company vehicles in coordination with the Management. Management of hired, pick-up and drop vehicles of the Company.
- **Canteen Management** – Maintaining hygiene in canteen by monitoring canteen operating system. Purchasing equipment, implement policies and standard process, finalizing food menu, selection of vendor.
- **Event Management** – Budgeting Event. Organized and Execute company events. Coordinating and facilitating set up of communication meetings, Training, special events, Annual Sports , Annual Day , Health Checkup Camps, exhibition and seminars.

Aryan Pumps and Enviro Solutions Pvt Ltd

Designation

Manager – Administration (Mumbai, Pune, Indapur)

August 2019 – June 2020

Roles & Responsibilities –

- **Administration & Facility** - General administrative aspects of SOP development, program planning, and coordination as per assigned responsibility. Supervising multi-disciplinary teams of staff including Housekeeping, cleaning, grounds security, transportation, garden, Electrical & Plumbing etc. Ensuring that facilities meet government regulations and environmental, health and security standards. Maintaining the records files for all essential documents, Rents, Invoices, AMC Contract docs, Housekeeping Material, etc. Adopting preventive measures for all critical systems. Ensuring proper care in the use and maintenance of equipment and supplies, promotes continuous improvement of workplace safety and environment practices. Plan, implement and manage the delivery of Technical Services in line with the agreed scope / SLA / KPIs with clients. People Management-Manage the site operations team, including hiring, induction, training & development etc. Keep control on CCTV and should functional 24x7. Threat and fraud management across the organization.
- **Supply Chain Management:** Extensive knowledge of external service provider framework and coordination of external suppliers.
- **Government License** – Handling all new & renewal of licenses as per requirement (License Shop, Factory, Trade, Neon Sign, Weight & Measure License, MPCB Licenses, Fire NOC, NSIC, Udyog Adhar.
- **Execution of New Project** – Supervision of plumbing & firefighting equipment installation work as per the guidance of Project and MEP head and architecture. excellent Coordination with client, architect, consultant, other services for project execution works. Shall responsible for interdepartmental coordination.
- **Liaising:** - Liaisoning with Govt. authorities like BMC,PMC,MPCB, Police Department, Labour Office, Factory Inspector, MMRDA,PMRDA, MSEB, PF & ESIC, Food Department. DISH, Fire Brigade, MTNL, MIDC, Customs, Labour Commissioner, Security
- **Legal** – Handling of all legal issue related organization; follow up with lawyer and concerned people to track status. Police station issues & case employee issues within system. Liaising with police officers.
- **Organization Safety** - Developing safety policies and procedures, organize team meetings, solve safety issues, coordinate audits and inspections, track corrective actions and incident data, review important safety documents, and many other duties
- **Budget management** - Manages annual budget and performs periodic cost and productivity analysis. Preparation budget for HO, sites and branches for CMD approval.
- **AMC & Equipment management** – New AMC, Renewal of AMCs on regular interval after obtaining competitive quotations, ensuring proper and periodical maintenance of the Company's Electric and Electronics Equipment like AC, Printers, EPBX, Water Purifier, Water Cooler, CCTV, Biometric Machines, AHU, Compressor, Two Post Lifts,

ETP Plant .Plan, co-ordinate and supervise preventive maintenance checks for key utilities like D.G. Sets, Chiller, AHU Units, UPS & other utilities. to ensure that the tools, equipment and office consumables are maintained appropriately and securely stored, the replacement of broken and depreciated tools and equipment. Define & impart training on safety practices & security systems. Ensure compliance with health and safety standards and industry codes.

- **Vendor Sourcing & Management** – Act as point of guidance on tender preparation, Requisition floating and negotiation through a techno-commercial comparison for concluding on cost-effective proposals. Selection of vendor, checking of material quality.
- **Insurance** – Look after all types of insurance of company vehicles, employee , Property insurance (Workmen Compensation)
- **Fleet Management** - Ensuring proper maintenance of Company vehicles, their insurance, documentation and any other related assignments. Judicious and optimum utilization of Company vehicles in coordination with the Management.
- **Guest House & Hostel Management** - Arranging Accommodation for Onsite Employees by Co-Ordination with Various Branch Offices
- **Canteen Management** – Maintaining hygiene in canteen by monitoring canteen operating system. Purchasing equipment, implementing policies and standard processes, finalizing food menu, and selection of vendor.
- **Travel desk Management** – Arrange & Booking of Executive travel, hotel arrangement as needed also coordinating complex international and domestic travel itinerary. Handle staff transport.
- **Event Management** – Coordinating and facilitating set up of communication meetings, special events, exhibition and seminars Organized and Execute company events. Organizing and managing family functions at Directors and owners house. Organizing Employee's get together and farewell parties, customers get together

Sai Service Pvt Ltd (Sales & Service – Maruti Suzuki)

Designation

Assistant Manager – Administration

May 2013 – July 2019

Roles & Responsibilities –

- Administration & Facility - Maintenance (Rent, CAM, AMCs, Electricals, Plumbing, Carpentry, DG, Air-conditioning, Parking, PEST control etc.).Co-ordinate with Central IT team for Communications support (Mobile, Landlines, Printers, Internet, Lease-line, Hardware & Software (Renewals, Payments).F&B (Pantry, Conference Rooms, Meetings, Events, Occasions, Festivities, Snacks, Lunches, Dinners).Stationery (Printed, Pre-printed, Office Stationery)
- **Government License** – Handling all new & renewal of licenses as per requirement (Shop License, Factory License, Trade License, Neon Sign License, Weight & Measure License, MPCB Licenses, Fire NOC)
- **Contract Management** – Finalization of the contracts for various services through techno-commercial comparison and define detail contractual terms and conditions for AMC/SLA.
- **Project management** - General knowledge of how to initiate, plan, execute, control and close a project.
- **Vendor & Supplier Management** – Extensive knowledge of external service provider framework and coordination of external suppliers. Selection of vendor, checking of material quality. Checks suppliers' bill and forwards only authorized bills to accounts dept. for payment
- **Fire & Safety** – Thermal inspection (quarterly) of all important electrical equipment, maintain all high voltage supply thermal protected.
- **Company Vehicle Management** - Ensuring proper maintenance of Company vehicles, their insurance, PUC and any other related assignments. Judicious and optimum utilization of Company vehicles in coordination with the Management and the departments concerned. Management of hired, pick-up and drop vehicles of the Company. Allotment of company vehicle to Managers.
- **AMC Management** - Taking New AMC, Renewal of AMCs on regular interval after obtaining competitive quotations, ensuring proper and periodical maintenance of the Company's Electric and Electronics equipment
- Arrange & Booking of Executive travel, hotel arrangement as needed also coordinating complex international and domestic travel itineraries.

- Manage and carry out all maintenance work at different offices, showrooms, workshops & warehouses. Propose and manage any modification or alteration required for different offices.
 - Planning, scheduling and promoting office events, including meetings, conferences, interviews and training sessions.
 - Canteen Management by checking food quality, rate of food items according to staff welfare.
 - Responsible for maintaining the company & regulatory legal requirements.
 - Staffing and vendor management for House Keeping, Pantry, Security, Office Boys, Valets staff at RO and sites.
 - Travel & Stay for RO & Site Staff (Road, Air, Station Pick & Drop, Hotel, Guest House)
 - Non-Manpower Overheads management: Budgeting, monitoring and initiatives for reduction
 - ADMIN support for Events (Town-hall, Festivities, Celebrations, Outbound, Society Meetings, Clubhouse Meetings.
 - Equipment & Asset Management at RO and Sites
 - Procurement of materials (Stationery, Pantry, Fire & Safety, HK, Assets etc.)
 - Billing of RO & Site Admin Expenses
 - Site Structure Office Facilitation - Co-ordinating with PDs, Design Team, Stakeholders for inputs and follow ups.
 - Vendor Empanelment & Management
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NBS International Ltd (Mahindra Group Company)

Dec 2009 – April 2013

Designation

Sr. Process Officer (HR & Administration)

Roles & Responsibilities -

- Staff Recruitment & Retention
 - Training & Development
 - Payroll Management
 - Benefit & Compensation
 - Orientation & On-Boarding
 - Compliance Management (Factory & Corporate Office)
 - Manpower Planning & Budgeting
 - Organization Development
 - Liaisoning and IR.
 - Asset Management , Handle Capex & Opex
 - General Administration & Facility Management
 - CSR Activities
 - Welfare Management
 - Fleet Management
 - Budget Management
 - Audit and Compliances
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Effort BPO Ltd

Sep 2007 – Dec 2009

Designation

Process Trainer (Training & HR)

Roles & Responsibilities:

- Train New Hire batches on life Skills, Sales Training, Customer Service & Product.
- Conduct Hard core sales training for sales process.
- Train New & Old agents on Outbound Processes.
- Research design & develop Induction Training modules for the above training programs. Conduct Company Induction Programme for New Hire.
- Design & Deliver workshops on various Life Skills like Communication, Problem Solving. Periodic evaluation of their skills during the course of this training
- Creation of Refresher / Mini modules for Agents on the floor

Roles & Responsibilities (HR):

- Monitor daily attendance. Investigate and understand causes for staff absences. Recommend solutions to resolve chronic attendance difficulties. Provide basic counselling to staff who have performance related obstacles. Provide advice and recommendations on disciplinary actions.
- Maintaining attendance details for all employees to identify LWF deductions & completing necessary Insurance and medical cover formalities.
- Handling Medical issues, and mediclaim issues of staff. insurance coverage, and loan payments for each employee to update master payroll.

Achievements:

- Represented the company on several occasions by meeting different clients and successfully held presentations for them.
- Recognition as an outstanding performer in the team.

Training Programs Attended:

- Train the trainer Program.
- Attended the communication workshop organized by the company.

Invest One (Client Connexion (India) Pvt.Ltd.)

April 2004 to Aug 2007

Designation

Jr. Team Manager (Sales & Marketing)

Roles and Responsibilities:

- Understand & Troubleshoot customers issue. Conduct Product Training for new tell caller. Conduct training for Field Executives. Manages personnel and develops sales and sales support staff. Reviews progress of sales roles throughout the company.
- Accurately forecasts annual, quarterly and monthly revenue streams.
- Develops specific plans to ensure revenue growth in all company's products.
- Provides quarterly results assessments of sales staff's productivity.
- Formulates all sales policies, practices and procedures. Assists sales personnel in establishing personal contact and rapport with top echelon decision-makers. Collaborates with to develop sales strategies to improve market share in all product lines.

ACADEMIC QUALIFICATIONS:

Bachelors of Commerce from Mumbai University in the year 2005.

PERSONAL PROFILE:

Date of Birth:- 29th September 1983.

Marital Status:- Married

Hobbies and interests: Travelling, Listening to Music, Reading

Skills –

1. Strong leadership and managerial skills, with the ability to motivate teams.
 2. Excellent communication and interpersonal skills, with the ability to command respect.
 3. Strategic thinking and problem-solving abilities, with a focus on mission accomplishment.
 4. Sound decision-making skills, with the ability to adapt to dynamic situations.
 5. Ability to remain calm in tough and demanding situations.
 6. Detail oriented and systematic.
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