

Sonali Vernekar

A result oriented professional with rich experience of **18 years** (3 years in Dubai) in Service, Engineering and Pharmaceutical Industries.

Proven experience in Facility Management, Administration, Human Resources, Operations and Procurement domains.

Aiming for a Senior role in Facility Administration or Operations.

Preferred location is Mumbai.

sona100v@yahoo.co.in || +91 99677 06 880 || **Area**, Mumbai City, India

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CORE SKILLS

- Administration
- Event Management
- HRM
- Vendor Management
- Facility Management
- Procurement
- Talent Acquisition
- Leadership

PROFESSIONAL ACHIEVEMENTS

- 1) Siemens Dubai: **Saving** of AED 380K in 3 years.
- 2) Dadar Club, India: **Saving** of INR 78lacs in 5 years.
- 3) Dadar Club, India: Successfully handled Flood **Insurance claim** of INR 27 Lakhs at the time of deluge.
- 4) Dadar Club, India: Completed Fire Compliance **Certification**.

HIGHLIGHTS OF CAREER SUCCESSES

- AMC Management
- Contract Management
- Planning
- Team Performance Management
- Budget Forecast
- Medical Insurance
- Problem Solving
- Commercial Negotiation
- Front Office Management
- Relationship Management
- Asset Database Management
- Cost Control
- Housekeeping Management
- Travel Desk Management
- Canteen Management.
- Formulate & Implement **Policy and SOPs** for HR and Administration Department.
- Plan and forecast staffing needs, ensuring a strong team to maximize customers service efforts.
- Handle critical projects for Senior Management.
- Managed office Administration functions and greatly improved the overall efficiency of the back office.
- Recruited trained and mentored new hires and achieved a 95% retention.
- Drives company profitability, employee engagement and customer experience through change and innovation as a supportive leader
- Primary roles have included P&L management, Sales management, customer issue resolution, leadership development and mentoring, payroll scheduling and HR administration.
- **Human Resource Management**- Hiring, Screening, Recruitment, Induction, Appraisals, Performance Management Process, Employee Engagement, Handling Employee Grievances, Leave and Attendance and Overseeing of Employee Payroll system.
- **Vendor Management & Procurement**: Strategic procurement, Vendor development and Management, Contract, Price negotiation, Finalizing Commercial Terms and Conditions with Vendors.
- Generate & Implement **Cost Reduction** ideas.
- Operation and Maintenance of various soft facilities services

- **Liaisoning** with all Government and Private Companies.
- Handling **Medical Insurances** of Individual and Group Policies- Coordination in various Banks and Insurance Companies for settling for the best
- **Technical support** – Assisted in resolving technical issues of utility systems.
- **Health & Safety** – Ensuring Environment Health & Safety regulations in the premises.
- **Office Facility Set Up** – Visit & Inspection of the site, Short listing the properties as per the management's selection criteria. Execution/ scheduling the activities for fit out work and making arrangement for Logistics.
- Manage all activities relating to **Public Utility companies**.
- Co-ordination with the lawyer.

ORGANIZATIONS

- | | |
|--|---|
| 1) Chief Manager Operations
Juhu Vileparle Gymkhana Club | Jan 2024 – Till Date |
| 2) Chief Manager Operations
PassionBytes Private limited | Dec 2022 – Sep 2023 (10 Months) |
| 3) Chief Manager Operations
Dadar Club, Mumbai | Dec 2016 – Nov 2022 (5 years 11 Months) |
| 4) Mother
Career Break | Oct 2010 – Nov 2016 (6 Years) |
| 5) Purchasing Supervisor & Facilities & Admin Incharge
Siemens Industrial Solutions-Dubai, UAE | July 2007 - Sep 2010 (3 Years) |
| 6) Administration executive
Goldshield Services Private Limited-Mumbai | Feb 2003 – May 2007 (5 Years) |
| 7) Administration Officer
Famy Care Limited-Mumbai | Feb 2000 – Dec 2003 (3 Years) |

EDUCATION / COURSES / TRAININGS / I.T. SKILLS

- Bachelor of Commerce (**B.Com.**), Mumbai University, India
- Attended various **training sessions** and workshops on Information Security System, Integrity Leadership, Code of Conduct and Anti-Bribery.
- Proficiency in MS-Office, Internet , Email, ERP Globe System

PERSONAL DETAILS

Marital Status : Married || Languages Known : English, Hindi, Marathi