



Suhas Maharudra Bhor

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SUMMARY

Dynamic Lead Administrator and Operations Expert with 24 years of comprehensive experience spanning Administration, Warehouse Management, HR, Legal Compliance, Quality, Safety, and Sustainability Systems. Proven track record of driving efficiency, operational excellence, and cost optimization across multi-location teams. Expert in vendor management, regulatory compliance, and facility management, with a keen focus on systems improvement and employee development.

VISION & OBJECTIVE

A results-oriented professional dedicated to optimizing operations and systems while fostering a culture of collaboration and continuous improvement. Passionate about leveraging my experience in administration, safety, quality systems, and compliance to contribute meaningfully to organizational success.

EDUCATION

B. Com. from Mumbai University (March 2004)

MBA in Operation Management & Corporate Finance (April 2012)

SKILLS

Administration Management	Team Leadership
Cost Control & Budgeting	Policies development and Implementation
Change Management	Manpower & Vendor Management
Lean & 5S Process Improvement	Crisis Management & Problem Solving
Effective communication	Regulatory Compliance & Legal Liaison
Vendor & Supplier Negotiations	Facilities & Infrastructure Management
Strategic Planning	Safety & Quality Management Systems
Corporate Social Responsibility	Procurement & Due Diligence
Sustainability Reporting	Filing EPR Returns
Warehouse & Inventory Management	

CURRENT CTC

INR 13,30,000/-

RELATED WORK

Ashapura Aromas Pvt. Ltd. (Azelis Group)

EXPERIENCE

From 15th April 2019 till date

Presently Working As HOD Administration

- Lead Administration team, onboarding and train them.
- Direct office administration and operations for Sion, Thane, and Bhiwandi locations.
- Monitor inventory of office, plant and warehouse supplies, spares, electric equipment's etc
- Monitor AC's, Weight Lifting Equipment's, Weighing scales, other Machineries
- Monitor Electrical maintenance of offices and Warehouses Vendors management, supply management.
- Purchase IT and non-IT equipment's, machineries and office-supplies.
- Maintain Facilities, security, transportation.
- Monitor CCTV footage and security.
- Monitor maintenance of vehicles and monitor fuel consumption.
- Monitor Bill payments and Expenses
- Manpower and production planning
- Handle employee issues
- Monitor expenditures and identified opportunities for cost savings.

- Contributed to budget planning and financial oversight.
- Oversee Sustainability and EPR returns.
- Implemented 5S and Safety, ensuring zero accidents within my tenure.
- Oversee ISO 9001:2015 compliance, receiving quarterly reports and organizing audits.
- Ensure statutory and regulatory compliances.
- Manage the records and documentation adhering to data protection and record retention policies.
- Represent the company for external audits.
- Handle BMC, TMC, MPCB, MIDC, Gram Panchayat, etc., for permissions and approvals, and liaise with them for any issues.
- Amended processes and policies for departmental improvement and organizational growth.
- Served as the key liaison between departments to enhance collaboration.
- Negotiated contracts and maintained relationships with vendors and service providers.
- Organised exhibitions, events, and meetings as and when required.
- Cafeteria Management.
- Conducted regular departmental assessments and employee performance reviews.

Citibank NA

From 6th June, 2016 till 14th April, 2019

Asst. Manager – Administration

- Office Administration.
- Appointed Vendors through negotiations, control them & their AMC Contracts.
- Verification of vendors bills & arrange for their payments.
- Budgeting & Keeping complete cost control on overall Purchases & Expenses made.
- Co-ordination with BMC for Licensing & other related works.
- Managing total office maintenance services like Telephones, EPABX, Computers, Electrical equipments, Air Conditioning, plumbing, Carpentry, infrastructure repairs.
- Manage housekeeping Staff & monitor CCTV footage.
- Making arrangements for meetings.
- Travel & Hotel Bookings.
- Provides supplies by identifying needs for office maintenance & all office employees, procedures, and work schedules.
- Procure supplies as per requirement.
- Appoint Non-Government Organizations and deal with them for Corporate Social Responsibility work.
- Due diligence for CSR projects.
- Liaise with Nonprofit partners on regular basis for all documentation.
- Verification of KYC documentation.
- Working with procurement team on management of Vendors.
- Name screening on NGO Board Members and Key Functionaries
- Disambiguation of Name Screening Results.
- Dealing with Anti Money Laundering for approvals.
- Dealing with Anti Bureau and Corruption for approvals.
- Preparing Memorandum of Understanding documents.
- New Vendor Registrations on CWM system.
- Preparing Charitable Contributions documentations.
- Preparing CEMP documents and send them for CEMP approvals.
- Preparing payment documentation and arranging for their payments
- Collaborate with payments team for payments to be made at the earliest.
- Preparing accrual sheets and documents
- Raising accruals on SharePoint.
- Preparing Reconciliation Sheets.

Asst Manager Administration

- Manage administrative activities like general admin, verification of stationery stock, courier, pest control, security services, etc
- Manage total office and plant maintenance services like Machineries Telephones, EPABX, Computers, Electrical equipment's, Air Conditioning, plumbing, Carpentry, infrastructure repairs.
- Appoint Vendors through negotiations, managing them & their AMC Contracts.
- Verification of vendors bills & arrange for their payments.
- Procure IT equipment's, machineries, office equipment's and supplies.
- Budgeting & keeping complete cost control on overall Purchases & Expenses made.
- Co-ordination with BMC for Licensing & other related works.
- Co-ordination with MIDC & other Govt. originations regarding plant related issues.
- Purchasing Vehicles of Competitors & exporting them
- Manage Horticulture.
- Manage housekeeping Staff.
- Making arrangements for meetings.
- Travel & Hotel Bookings.
- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Accomplishes staff results by communicating job expectations; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides supplies by identifying needs for office maintenance & all office employees, procedures, and work schedules.
- Assisting head office in Hotel & Travel bookings.
- Dealing with Employee issues.
- Taking up legal matters.
- Dealing with advocates
- Attending Court Hearings. Accounts:
- Ensuring accurate and timely monthly, quarterly and year end close.
- Timely reporting of all monthly financial information to HO.
- Budget and forecasting activities for Plant and Mumbai office.
- Monthly Cash Statement preparation & Cash Records reconciliation.
- Monitoring Bank Statements.
- Co-ordination with Bankers with corporate accounts related issues.

**AWARDS &
HONORS**

- Achieved Best Performance reward during the year 2013 – 2014, 2014 – 2015 & also during 2015 – 2016.

**SKILLS AND
STRENGTHS**

- **Skills:** Managing people, Working under Pressure, Problem Solver.
Software: Word, Excel, PowerPoint.
- **Strengths:** Responsible, Enthusiastic, willing to learn, Curious, Sincere, Independent & Co-operative.

Activities& interests: Cycling, skiing, yoga, running, travelling, gyming & Cricket.

**References &
Portfolio :**

Available on Request

Date of Birth: 3rd August, 1978

Age: 44 Years