



## SURYAKANT MANE

Targeting senior level assignments in General Administration  
Location Preference: Mumbai/Pune/Bangalore/ Maharashtra/Karnataka /Gujarat

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### Core Competencies

General Administration

Process & Policies Implementation

Lease, Agreements & Contracts

Travel Relocation & Fleet Management

Project Coordination & Execution

Statutory Compliance

BOCW Compliance

Facility Management & Planning

Procurement / Vendor Management

Budgeting & Cost Control

Employee Engagements

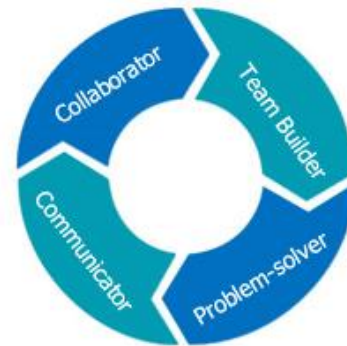
Team Building & Leadership

Recruitment & Selection

Liaison & Coordination- Govt. Bodies



### Soft Skills



### Profile Summary

- **Performance-driven professional with over 15 years** of rich experience across Facility Management, General Administration, Infrastructure Set-up & Operations Management
- Proven capability in **establishing highest labor registration for Pune Metro Rail Project** in Pune under BOCW Scheme organized by Maharashtra Govt. in 2018
- Comprehensive experience in **directing overall functions for executing facility management projects** (infrastructure & shared services) involving scoping, space management, human resource mobilization, structured communication as well as execution within cost & time parameters
- Experience in **identifying, developing and negotiating** with vendors for the procurement of necessary items, supplies and materials for the smooth running of operations of the organization
- **Proficient in formulating CAPEX/OPEX budgets**, policies & procedures for each activity under Facility Management, thereby achieving remarkable scores in all audits
- Expert in **managing overall profitability of operations** and strategic utilization & deployment of available resources to achieve organizational objectives
- Undertook **effective CSR activities** to spread awareness about the environment; **conferred with multiple appreciations & awards** by the senior management for delivering outstanding performance across the tenure



### Education

- MBA in Marketing from Dr. Vikhe Patil Institute, Pune in 2000; secured First Class
- BSc from Shivaji University, Kolhapur in 1997
- Diploma in Total Quality Management from National Institute, Chennai in 2005; secured First Class

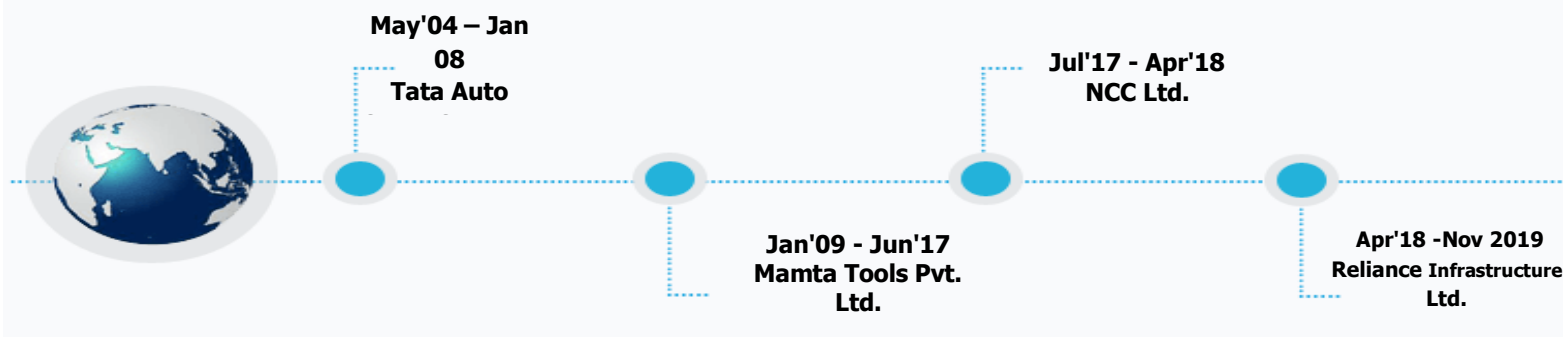


### IT Skills

- ERP System - MIS
- MS Office; MS Excel, PowerPoint
- Internet Applications



### Career Timeline (Associations)



## Notable Accomplishments Across The Career

- Operated as Head of HRD & Administration for MMRDA Metro Line 04, Wadala (Mumbai) to Karasarvadavi (Thane)
- Arranged and Provided Company Guest house in short duration to Employees.
- Contributed as System Administrator of IMDS (International Material Data System); conferred with "IMDS Certificate of Appreciation" for delivering valuable contribution and meeting aggressive deadline towards FORD (Europe) Prestigious Project of TATA Auto Comp Systems Ltd. in Jun'06
- Selected as Team Member of/for:
  - TATA Business Excellence Model, with less than 1% of Employees Chosen in 2007
  - Oracle Implementation Activity in 2006
- Attained "Best Event Organizer Award" in Jan'05

## • Organizational Experience

### Oct.24 To Till Date

#### Apco Infratech Pvt. Ltd.

#### Dy. Manager P&A

- Entire gamut of operations encompassing liaising work, administration for India's largest contract Municipal Corporation of Greater Mumbai (MCGM)
- Adhering to various statutory compliance, labor records, security arrangements, travel management, vehicle movement, overall office paper work
- Evaluating the technical feasibility of the requirements and suggesting alternative solutions
- Heading the overall administration work entailing reports creation, buy order, dealing with vendors, organization management of the office areas, & company vehicle management
- Formulating arrangements for meetings & parties, local buys such as stationery, minor items, electronic devices maintenance and management - internet facility, liaising with electricity dept., Police, Municipal corporations, revenue, Irrigation and other government department
- Running services of the contractor such as civil housekeeping, electrical, plumbing, management support, employee's managements; organizing meetings, travel arrangement, receiving/sending emails and faxes, maintaining confidential files

### May 24 To Oct 24

#### Thakur Infra projects Pvt.Ltd.

#### Liaisoning Officer

- Encompassing liaising work, administration, for Multi Modal Transportation Project From Virar to Alibaug .  
Office paperwork, reports creation,, maintaining confidential files.  
maintenance and management - internet facility, liaising with electricity dept., Police, Municipal corporations, revenue, Irrigation, PWD and other government departments.
- Developing & implementing key procurement strategies / purchase schedules from the vendors and ensuring alignment with organizational objectives

**Jan 23 To July 2023**

#### Suez India Pvt.ltd – Joint Manager Administration

- Entire gamut of operations encompassing liaising work, administration for India's largest contract Municipal Corporation of Greater Mumbai (MCGM)
- Adhering to various statutory compliance, labor records, security arrangements, travel management, vehicle movement, overall office paper work
- Evaluating the technical feasibility of the requirements and suggesting alternative solutions
- Heading the overall administration work entailing reports creation, buy order, dealing with vendors, organization management of the office areas, & company vehicle management
- Formulating arrangements for meetings & parties, local buys such as stationery, minor items, electronic devices maintenance and management - internet facility, liaising with electricity dept., Police, Municipal corporations, revenue, Irrigation and other government department
- Running services of the contractor such as civil housekeeping, electrical, plumbing, management support, employee's managements; organizing meetings, travel arrangement, receiving/sending emails and faxes, maintaining confidential files
- Coordinating with Finance Department for developing annual / quarterly budgets & annual plans to manage facilities as per organizational needs, managing inventory of materials and procurement of the same in the desired time frame
- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing and modifying the policies; ascertaining the administration of SOPs (Standard Operating Procedures)
- Developing & implementing key procurement strategies / purchase schedules from the vendors and ensuring alignment with organizational objectives
- Managing the procurement of entire organization; ensuring correct forecasting of supplies to maintain optimum inventory and developing & maintaining cordial relations with vendor base to get competitive rate
- Coordinating with legal team for closure of lease, agreement and contracts
- Ensuring smooth managing of daily administrative (cafeteria, transportation, travel & accommodation) activities, housekeeping, inventory control & maintenance (planned / preventive) for owned infrastructure
- Maintaining effective relationships with State / Central Government Departments & Development Authorities; obtaining necessary sanctions / approvals for effective handling of commercial and administrative activities of the respective offices
- Drafting proposals for various administrative services required at corporate office and at sites
- Coordinating with HR for driving recruitment and selection, policy/practices, discipline, grievance, counseling, moral and motivation, culture and attitude development, performance appraisal and quality management issues

**Highlights:**

- Steered efforts for:
  - Acquiring various permissions from Brihan Mumbai Municipal Corporation (MCGM)
  - Arrangement of guesthouses to company employees
  - Disciplined Security Arrangements
  - Cost control Administrative Services

**February 22- Feb 23**  
**Rodic Consultant Pvt. Ltd. A Project Of Mumbai Railway Vikas Corporation.,(MRVC) Ltd., Mumbai as Site Assistant**

**Key Result Areas:**

- Encompassing liaising work, administration, for Mumbai Suburban Transporting Project (MUTP III) Panvel to Karjat 28 KM .  
Office paper work, reports creation, faxes, maintaining confidential files  
maintenance and management - internet facility, liaising with electricity dept., Police, Municipal corporations, revenue, Irrigation, PWD and other government department
- Developing & implementing key procurement strategies / purchase schedules from the vendors and ensuring alignment with organizational objectives

**Highlights:**

- Steered efforts for:
  - Work for Various Govt. and Local authorities, Permissions for 28 KM Rail project.
  - Timely taking Railway Traffic Block to carry out necessary work at site.

**Apr'18-Nov 2019**  
**Reliance Infrastructure Ltd., Mumbai as Asst. Manager - Administration**

**Key Result Areas:**

- Heading the entire gamut of operations encompassing liaising work, administration, labor welfare for Mumbai Metro Rail Project, Mumbai to Thane 18KM
- Adhering to various statutory compliance, labor records, security arrangements, Vehicle movement, overall office paper work
- Heading the overall administration work entailing reports creation, buy order, dealing with vendors, organization management of the office areas, & company vehicle management.
- Petty Cash/ Imprest amount Management and Timely Reconciliation of the Amount.
- Formulating arrangements for meetings & parties, local buys such as stationery, minor items, electronic devices maintenance and management - internet facility, liaising with electricity dept., Police, Municipal corporations, revenue, Irrigation and other government department

- Running services of the contractor such as civil housekeeping, electrical, plumbing, management support, employee's managements; organizing meetings, travel arrangement, receiving/sending emails and faxes, maintaining confidential files
- Coordinating with Finance Department for developing annual / quarterly budgets & annual plans to manage facilities as per organizational needs, managing inventory of materials and procurement of the same in the desired time frame
- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing and modifying the policies; ascertaining the administration of SOPs (Standard Operating Procedures)
- Developing & implementing key procurement strategies / purchase schedules from the vendors and ensuring alignment with organizational objectives
- Managing the procurement of entire organization; ensuring correct forecasting of supplies to maintain optimum inventory and developing & maintaining cordial relations with vendor base to get competitive rate
- Coordinating with legal team for closure of lease, agreement and contracts
- Ensuring smooth managing of daily administrative (cafeteria, transportation, travel & accommodation) activities, housekeeping, inventory control & maintenance (planned / preventive) for owned infrastructure
- Maintaining effective relationships with State / Central Government Departments & Development Authorities; obtaining necessary sanctions / approvals for effective handling of commercial and administrative activities of the respective offices
- Drafting proposals for various administrative services required at corporate office and at sites
- Coordinating with HR for driving recruitment and selection, policy/practices, discipline, grievance, counseling, moral and motivation, culture and attitude development, performance appraisal and quality management issues

#### Highlights:

- Steered efforts for:
  - Barricading permission for 32 KM Metro Rail project within stipulated timely parameters
  - Acquiring various permissions from Mumbai Municipal Corporation (MCGM) & Thane Municipal Corporation
  - Opening new bank account for over 1000 labors within a short duration of 3 months
  - Completing Registration of 500+ labors under BOCW Act
- Supervised the overall liaising work Administrative Work for Mumbai Metro Line 04, Wadala to Kasarwadavli 18 KM

#### Jul'17 - Apr'18 NCC Ltd., Pune as Asst. Manager - Administration

##### Key Result Areas:

- Managed licensing work; operated as Administrator for Pune Metro Rail Project
- Organized multiple events entailing press conferences, exhibitions, open days & so on

#### Jan'09 - Jun'17 Mamta Tools Pvt. Ltd., Pune as Officer Administration

##### Key Result Areas:

- Supervised overall administrative and organizational functions for the company
- Submitted the compliance documents to construction industry clients
- Implemented administration policy; took corrective measures for cost cutting
- Recommended new ideas & enhanced effectiveness on administrative issues
- Formulated capital budget for guest house, housekeeping, security, telecommunication, office related infrastructure items, transportation along with annual expense budget for event management, celebrations, pooja & so on
- Prepared & supervised the assets managements record
- Generated and circulated Admin. MIS report to the Managements records

#### May'04 - Jan'08 Tata Auto Comp Systems Ltd., Pune as Associate Member

##### Key Result Areas:

- Drafted quality reports and analyzed variance on a monthly basis
- Utilized ERP Software's SD, BOM processes for executing the daily work
- Dealt with multiple customers like GM, FORD, BMW & so on
- Managed the costing of product, along with Request for Quotation (RFQ)

#### May99 – June99, Aug 99-Sept 99 Kirloskar Consultant Ltd., Pune as Associate

##### Key Result Areas:

- Monitored the Customer Satisfaction Survey for Airport Authority of India
- Conducted brand awareness survey & Philips India's capacitor manufacture survey
- Worked on the project of International Copper Council-London, (ICC) to study copper consumption in cables & wires in India

### Personal Details

**Date of Birth:** 30<sup>th</sup> June 1975 | **Languages Known:** English, Hindi, Marathi & Kannada  
**Address:** Flat No. 104, Sector No 54, Eden Garden, plot No.36,Dronagiri ,Tq, Uran, Dist. Raigad, New Mumbai - 400702,

