###### Amol Ratan Jadhav.

**Gurukrupa society,**

**Shivai Nagar,**

**Near Upavan,**

**Thane West,**

**Thane - 400610.**

# +91 9730325146

# jadhavamol722@gmail.com

**SUMMARY**

**Administrator is dedicated to continuous process improvement in the face of rapidly evolving and changing markets. Extremely results-oriented and proactive in addressing and resolving problems.**

**PERSONAL DETAILS**

**Full Name : Amol Ratan Jadhav.**

**Age & Date of birth : 37 Years & 4th Nov 1987.**

**Languages Known : Marathi, Hindi and English (Read, Write and Speak)**

**Contact number : +91 9730325146**

**E-Mail ID : jadhavamol722@gmail.com**

**Hobbies : Driving, surfing on net, Listening songs.**

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| **EDUCATIONAL QUALIFICATION** |

1. **Bachelor of Science (Bsc. Mathematics) – R. B. N. B. College, Shrirampur, Ahmednagar.**
2. **HSC – R. B. N. B. College, Shrirampur, Ahmednagar.**
3. **SSC – P. R. Patel High school, Shrirampur, Ahmednagar.**

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| **SKILLS** |

1. **Cost reduction strategies**
2. **Site Manager**
3. **Project planning and development**
4. **ISO Audits.**
5. **MIS**
6. **Vendor management.**
7. **Process improvement.**
8. **Budgeting and forecasting.**
9. **Contract negotiation.**
10. **Risk management.**
11. **Expense reports.**
12. **Compliances of property.**

**WORK EXPERIENCE**

* + - 1. **DATAMARK BPO Service LLP: - 09 Jan 23 to till date.**
      2. **Busybees Logistics Pvt Ltd: - 11 Nov 19 to 12 Dec 2022**
      3. **Duroshox Pvt Ltd: - 10Sept 18 to 09 Nov 19.**
      4. **Xpressbees Pvt Ltd: - 03Jul 18 to 07 Sept 18.**
      5. **TAB Capital Limited: - 18 Apr 18 to 02 Jul 18.**
      6. **Quick Heal Techn. Ltd: - 03Aug 15 to 17 Apr 18.**
      7. **Serco Global Services Pvt. Ltd.: - 15Nov 10 to 30July 15.**
* **DATAMARK BPO Service LLP: - Facilities Manager.**

1. **Overall facilities management.**
2. **Vendor management**
3. **Event management**
4. **Procurement for site**
5. **Hotel booking and tie ups**
6. **Asset management**
7. **MIS**
8. **Budget**
9. **Upkeep of facilities.**
10. **Audits**

* **Busybees Logistics Pvt Ltd: - Associate Manager Administration from 11 Nov 19 to 12 Dec 22.**

**Job Responsibilities**

**1.Property Management: - All India property management of around 750+ property.**

**Negotiation on rent SD with owners. Finalization of contracts with Legal.**

**Property scouting, finalization with OPS, Rent & SD, Lease Agreements, Compliance (S&E, Trade license)**

**2. Facilities: - Managing PAN India Facilities related to Warehousing and regional offices.**

**Managing HO facility in terms of HK services, AMCs, R&M, Consumables, Petty cash, Company assets, Support to stakeholders from admin prospective, MIS.**

* **Duroshox Pvt Ltd: - Sr. Officer Administration & CSR from 10 Sept 18 to 09 Nov 19.**

**Job Responsibilities**

1. **Facility Management.**
2. **Vendor Management**
3. **Asset Management**
4. **Drivers**
5. **Office Purchases**
6. **CSR activity**

* **TAB Capital Limited: - Sr. Officer Administration & CSR from 10 Sept 18 to 09 Nov 18.**
* **Quick Heal Technologies Limited: - Executive Administration from 3rd Aug 2015 to 17th Apr 18.**

**Job Responsibilities**

1. **Managed approximate 1 lacs square foot office space employing 300 workers.**
2. **Established operational objectives and work plans and delegated assignments to subordinate managers.**
3. **Trained, coached and mentored staff to ensure smooth adoption of new program.**
4. **Trained Housekeeping & Security for daily operational works.**
5. **Managing day to day activities like facility, Security, Courier, Availability of stationary, Consumables for operations.**
6. **Managing petty cash of 2 lacs for office general expenses every month.**
7. **Managing invoicing, checking of invoice, verifying, taking approvals, follow ups for payments and confirmation for payments to vendor.**
8. **Apart from this vendor management is focused role for me, receiving of quotations, then quotation comparison, approval from manager / management, vendor finalization, and then agreement.**
9. **Taking care of property Owned as well as rented, in that property finalization, compliance documents like shop act, property rent, property insurance, manpower deployment, shifting of offices with proper closure and collection of security deposits.**
10. **Managing PAN India location assets, Inventory, new purchase, employee offers and trying to recover cost of used company assets. By shifting company assets from one location to other avoiding new purchase results in saving of cost.**
11. **Maintaining company standards for ISO audits, SPOC for ISO audit documentation and procedures.**

**In ISO audit certification of 20000 (ITSM), 9001 (Quality), 27001 (ISMS) done. Fire drill in a year done. All check point checks, monthly record maintaining for ISO audits. Internal audits were done before all ISO audits for more standardization.**

**Also taking part during health and safety training of third-party employees.**

1. **Maintaining MIS reports monthly, Quarterly, Annual for employee staff welfare expenses, stationary for PAN India locations.**
2. **Focus during all admin work is COST, QUALITY, QUANTITY & TIME.**

* **Serco Global Services Pvt. Ltd: - Sr. Executive Admin from 15th Nov 10 to 30th Jul 15.**

**Job Responsibilities**

1. **Management of office environment by day to day admin work.**
2. **Vendor management, billing, payment status, follow up with finance team, MIS reports for all payment details.**
3. **Coordination with vendors for smooth working like Security, Housekeeping, Stationary, Cafeteria, BMS team, Transportation, Hospitality.**
4. **Having knowledge of statutory documents including Agreement, Renewal of agreements, SOW, PO, Labour Payments etc.**
5. **Transportation for clients after appropriate approvals and pick & drop for Employees.**
6. **Arranging the Accommodation for the Guests & Client.**
7. **Maintaining AMC data of AC & UPS.**
8. **Preparing monthly PRM’s & MIS for billing purpose also have SAP knowledge.**
9. **Coordinating with Vendors to provide required material on time.**
10. **Maintaining stock of all required material such as Stationery, Toiletry, Electric material, Tea & Coffee premix powder for vending machine etc.**
11. **Having good Excel knowledge so maintaining data of Transport, Accommodation, BMS Data, Electricity, Asset tagging & Vendor bill details.**
12. **Also taking care about Facility like Food in canteen, Hygiene on floors, cleaning and Maintenance of all carpenter material, Providing proper training to Security guards for their work.**
13. **Internal audits for company standards.**

* **Current Salary : INR 10.6 Lacs / yr**
* **Accepted Salary : INR 15 - 18 Lacs / yr**
* **Notice Period : 90 days.**

**DECLARATION**

**I here declare that the information presented above is correct and true to the best of my knowledge.**

**Date:-**

**Place:- Thane (Amol Ratan Jadhav)**