



Contact

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Vaibhavdhanawade79
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Core Competencies

- Property Scouting
- Lease and Rent Negotiations
- Regulatory Compliance
- Team Leadership
- New Branch Set Up & Branch Shifting
- Hospitality Management
- Time Management
- Project Management
- Budget & Inventory Management
- Travel & Transport Management
- Safety & Security Management.
- Procurement & Vendor Management

VAIBHAV S DHANAWADE

Professional Summary

People- oriented professional with vast bandwidth of experience in Administration & Facilities development across as per business requirements. Broad-based experience in Administration & Facilities leadership involving Infrastructure Management, Procurement Cost Optimization, Compliance, Cafeteria, Travel, Event management and policy shaping initiatives.

Experience

Zonal Infra Manager– Infrastructure Administration & Facilities

Muthoot Fincorp Pvt Ltd. | Mumbai | August 2024 - Current

- Currently Mapped is 389 branches of Chhattisgarh, Goa, Gujarat, Madhya Pradesh, Maharashtra, Mumbai.
- Scouting of Branches, Owner Coordinating and Negotiations for SD Rent etc, New Agreement, Lease Renewal, New Site Set Up, Strong Room, Branch Shifting, Security Housekeeping MST Management, Repair & Maintenance, Signage, Branding, Coordinating with Govt Authority, Event Off site R & R Management, Travel Management, CMD House Management. Asset & Inventory Management.

State Manager– Infrastructure Administration & Facilities

Chola Ms General Insurance | Mumbai | May 2023 - Nov 2023

- Managing 164 branches of, Goa, Maharashtra, Mumbai.
- Scouting of Branches, Owner Coordinating and Negotiations for SD Rent etc, New Agreement, Lease Renewal, New Site Set Up, Strong Room Set UP, Security Housekeeping MST Management, Repair & Maintenance, Signage, Branding, Coordinating with Govt Authority, Event Off site R & R Management, Travel Management Procurement & Vendor Management. Asset & Inventory Management.

Manager – Facilities and Administration

Datamark BPO Service LLP | Mumbai | July 2019 - Nov 2022

- Managing Business Centre Operation 24 X 7 and Maning to 550 plus employees.
- Space Management, Travel & Transport Management, Cafeteria Management, AMC Management, Procurement & Vendor Management, Project Management, Safety & Security Management, Event Management, R & R Management, Business Continuity Plan Management, Asset & Inventory Management.

HOBBIES

- Cooking
- Driving
- Travel
- **DOB 06th February 1979**

Deputy Manager – Facilities and Administration

Reliable Spaces Pvt Ltd | Navi Mumbai | December 2017 – May 2019

- Managing Business Centre Operation Maning up to 1250 plus employees.
- Space Management, Travel & Transport Management, Cafeteria Management, AMC Management, Procurement & Vendor Management, Project Management, Safety & Security Management, Event Management, R & R Management, Business Continuity Plan Management, Asset & Inventory Management.

Office Administration Manager

Shree Cargo Movers | Navi Mumbai | December 2013 – November 2017

- Line Management, Container Yard Management, Documentation, Labour Management, Transportation, Booking Liner, Bill Management, Coordinating with Custom official, Asset & Inventory Management.

Customer Service Manager

ICICI Prudential & Star Union Dia ich | Mumbai | December 2006 – April 2023

- Grievances Management, Upsell Project Management, Reconciliation Management, Excess Refund Payout Management, IRDA Public Disclosure, Annual Business Disclosure Management.

Academics

- BCOM Graduation from Mumbai University March 2002.
- HSC from Mumbai October 1997.
- SSC from Mumbai March 1995.

Address

- Ekta CHS Building No B6, Room No 01, Sector 09, Kopar Khairane, Navi Mumbai 400709.

