



CONTACT

📞 (+91) 9959545759

📍 Hyderabad, INDIA

✉ vijay.ankem09@gmail.com

📅 16 Years 3 Months of experience

EDUCATION

2007

B.Sc - Computers

Osmania University, Hyderabad

KEYSKILLS

General Administration | Facility & Property Management | Procurement | SAP (PR/Billing) Housekeeping & Guesthouse Management | Transport & Fleet Management | Statutory Compliance Budget Planning & Cost Optimization | Vendor Development | EHS & Risk Management Soft Services | Team Leadership | Stakeholder Engagement | Liaison with Govt. Authorities

LANGUAGE

English

Hindi

Telugu

VIJAYA BHARGAVA ANKEM

ADMINISTRATION AND
FACILITIES MANAGER

PROFILE SUMMARY

A seasoned and versatile professional with over 16 years of experience in General Administration, Facility Management, Operations, Procurement, and Team Leadership. Proven expertise in managing large teams across multiple sites, implementing cost-optimization strategies, enhancing operational efficiencies, and ensuring statutory compliance. Adept at stakeholder management, budgeting, and process improvement in both corporate and industrial environments. Strong command over SAP for procurement and billing processes.

WORK EXPERIENCE

2022 - 2025

Administration and Facilities Manager Greenko

- Oversee end-to-end administrative and facilities functions for multiple renewable energy project sites PAN India.
- Lead and manage a team of 89 members, ensuring alignment with business goals and operational efficiency.
- Developed and published CAPEX and OPEX budgets, tracking performance and ensuring adherence without service compromise.
- Spearheaded facility upgrades and modernization, identifying areas for enhancement to improve employee experience and productivity.
- Implemented cost-reduction initiatives that achieved a 15% annual savings on operational expenses.

- Conducted vendor audits and negotiations to evaluate performance, competency, and commercials; facilitated vendor transitions as needed.
- Managed procurement processes and SAP-based PR & billing workflows, ensuring timely and accurate documentation.
- Ensured compliance with statutory regulations including EHS and local administrative requirements.
- Coordinated with plant operations teams to support day-to-day operational continuity and business needs.
- Acted as a liaison with local authorities and service providers, ensuring timely approvals, licenses, and uninterrupted services.

2015 - 2022

Administration and Operations Manager


Nilkamal Furniture

- Oversaw retail operations and store administration for a 40,000 sq. ft. furniture showroom.
- Managed a team of 50+ personnel across sales, administration, and logistics departments.
- Drove monthly sales of INR 2 – 2.5 Cr, consistently exceeding targets and achieving significant revenue growth.
- Optimized inventory management, logistics, and showroom displays, improving customer satisfaction and turnover.
- Handled admin budgeting, expense tracking, and facilities upkeep for the showroom.
- Collaborated with the marketing and merchandising teams for seasonal promotions and store-level campaigns.

2009 - 2015

Administration and Operations Manager

Style Spa Furniture

- 
- Directed complete store operations, covering administration, team leadership, procurement, and customer service.
 - Supervised a 30-member team, ensuring high performance, accountability, and customer service excellence.
 - Maintained and grew a monthly net revenue worth INR 1 Cr, showcasing solid business acumen.
 - Focused on compliance, procurement, vendor management, and logistics coordination.
 - Responsible for cost control, daily operations, and implementation of SOPs across sales and administrative teams.