



VIRAJ M. PAWAR

PROPERTY MANAGEMENT

CONTACT

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📍 Mulund (East), Mumbai-400081

DOB 3rd October 1986

EDUCATION

MSBTE

- Diploma in Hotel Management
2004 - 2008

MAHARASHTRA STATE BOARD

- H.S.C
2002 - 2004

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication

LANGUAGES

- English
- Hindi
- Marathi

PROFILE

To evolve as a dynamic Facility and Admin Management professional by leveraging my expertise in operations, procurement, infrastructure support, and stakeholder coordination to enhance efficiency and service delivery within the organization.

WORK EXPERIENCE

PL Capital

April 2025 – Present

(AVP) Assistant vice president

Reporting to: Executive Director

Key Responsibilities:

- Facility Management: Oversee end-to-end facility operations across all branches, ensuring 100% uptime and operational continuity. Monitor and reduce downtime through proactive issue resolution.
- AMC Oversight: Manage Annual Maintenance Contracts (AMCs) for all critical services and office equipment including HVACs, lifts, and electrical systems. Ensure compliance and cost control.
- Branch Coordination & Admin Support: Act as a single point of contact (SPOC) for branch-level administration. Handle issue resolution and support ticket closure within defined TAT.
- Employee Desk & Telecom Management: Ensure timely allocation of desks, systems, phones, and internet connectivity for employees. Maintain records for desk assignments and telecom assets.
- New Office Setup: Lead infrastructure planning and procurement during new branch setups. Coordinate with vendors and ensure timely delivery of assets and services.
- Procurement & Asset Management: Manage procurement lifecycle for assets such as laptops, ACs, workstations, and furniture. Track inventory and ensure optimal stock utilization.
- Performance Metrics: Track AMC compliance, vendor SLAs, procurement cost efficiency, inventory turnover, and service feedback to drive continual improvement.

CBRE Sr. Manager

APR 2020 - APR 2025

CBRE is one of the leading global companies, deals in various sectors such as Real Estate, Property management, project management etc.

ACHIEVEMENTS, AWARDS & CERTIFICATIONS

✓ Organized Theme Dinner worked as a chef.

✓ Magnificently completed course in Disaster Management.

EXTRA –CURRICULAR ACTIVITIES AND INTEREST

✓ Passionate for cooking and photography

✓ Like to be socially connected and helping others.

- **Reporting Authority:** - General Manager.
- **Job Responsibilities:** -
 - End to end responsibility to onboard a client on the floor
 - End to end responsible for taking hand over from the client while leaving the premises
 - Responsible for checking structural requirements as per the company's standards e.g., signages, office equipment's, electrical units etc.
 - Vendor management- contract renewals, renewals of lease agreement, coordination with legal team for the same
 - Working on AMCs, assessing new vendors, and onboarding them as per the cost allocated
 - Admin clearances of clients
 - Manages the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
 - Arrangement of events, costing and budgeting for the same.
 - Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
 - preparing MIS and reports
 - Initiates and coordinates goals, deadlines, and projects for their department

Indiabulls Assistant Manager

04/ 2011 to 03/ 2020

Indiabulls is one of the leading companies, deals in various sectors such as Real Estate, Finance.

- **Reporting Authority:** - Assistant Vice President
- **Job Responsibilities:** -
- **Summary of work profile at Indiabulls (Shared service)**
 - Generating revenue through outdoor shoots.
 - Coordination with various production house team and other corporate clients for giving premises shooting other promotional activities.
 - Providing a required set up to client to start their fit out. Updating various reports detailing the progress of daily fit out work.
 - Coordinate with various technical teams related all civil, electrical, HVAC work.
 - Responsible to maintain all technical reports for future reference.
 - Additional responsibilities included client coordination, resolving their issues regarding project work.
 - Monitoring the fit out work progress on various sites and providing regular feedback on the work completed.
 - Providing inputs on their quality and accuracy.
 - Provide expert technical support to the client.
 - Responsible for ensuring quality in the work through surprise visits & also ensuring compliance to internal and external regulations through the same.

- Summary of work profile at Indiabulls (Facilities-Soft service)

Financial

- Based on the market survey, negotiate with vendors on competitive rates, yet ensuring quality control.
- Planning the monthly average requirement of chemicals and consumables.
- Optimally utilization of Stock by controlling it on daily basis.
- Maintaining and controlling the Par stock of Chemicals and Consumables in stores.
- During Absenteeism work with Optimum usage of Existing resources.

Operations

- Making the following monthly schedules for the vendors.
- Housekeeping Cleaning, Façade Cleaning, Pest Control, Lobby Marble Polishing, Driveway Scrubbing, Floors Marble Polishing, Parking Cleaning
- Monitoring that the Schedules are followed strictly on day-to-day basis.
- Coordinating with respective vendors in case of any issues/work not as per standards.
- Close coordination with other services in the facilities for assistance in executing HK tasks and undertake the daily routine checks.
- Ensuring all checklists is followed.
- Ensuring high level of cleanliness & standards of all the common areas and washroom in the premises.
- Organizing training programs for supervisor's post which the same is disseminated down the line.

Customer focus

- To ensure that the customer's delight is enhanced by maintaining good cleaning standards at all the times in all common areas and washrooms in the premises.
- Immediate action on client's issues and providing feedback.
- Coordination with respective service departments to resolve the client issues.
- Ensuring minimum attrition of HK staffs and supervisors.
- Regular briefing with regards to grooming, work knowledge for better service.
- Inter- department transfers or promotions in case any suitable candidate is eligible.

Safety

- Ensure proper safety measures are taken by the HK staff during cleaning process.
 - Coordinate training with security team with the aim to achieve safety and security of organisation.
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Hotel Holiday Inn Team Leader 08/ 2010 to 11/ 2010

Designation: Team Leader

Reporting Authority: - House Keeping Manager

Job Responsibilities:

- Worked as a housekeeping team leader.
 - Responsible for cleaning and maintaining public area as well as guest room area.
 - MIS reporting
 - Meeting deadlines by effectively completing daily and monthly requirements.
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Orchid –Mumbai Supervisor 12/ 2009 to 07/ 2010

Reporting Authority: - House Keeping Manager

Job Responsibilities:

- Maintaining records.
 - Responsible for attending and resolving guest complaints.
 - Responsible for storing and maintaining lost and founds items
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Hotel Intercontinental The Lalit

(August 2008 to November 2009)

- Designation: House Keeping Desk In charge
- Reporting Authority: - House Keeping Manager
- Job Responsibilities:
- Handling all guest call.
- Forwarding all guest requests to all concern departments.
- Responsible for maintaining all key and other guest related records.
- Responsible for internal departmental communication.
- Responsible for providing all daily reports.
- Responsible for storing and maintaining lost and founds items.