**RESUME**

**Personal Details:**

**Name: Name:** Abhishek Sawant.

**Gender:        Gender:** Male

**Date of Birth:**28th Jan, 1984

**Marital Status:**Married

**Current Address:**2301, Dew building number 1, Highland heaven, Balkum Pada Number 3, Saket Road, Thane West 400608

**Contact details:**Mobile: 8291453854.

**Email:**                        [abhishekambj2815@gmail.com](mailto:abhishekambj2815@gmail.com)

**CAREER OBJECTIVE:**

* To obtain a challenging career in the field of Administration, where my learning and strength are put to a maximum use and at the same time, understand and implement process methodology in true spirits.
* Please find my ‘curriculum vitae’ for your kind consideration and favorable perusal. If given a chance, I would prove my capability and would try to stay at peak of my effectiveness.

**PROFILE SUMMARY:**

* Manage end to end repair and maintenance work including Office, School, and residential, open landscape.
* Asset Tagging.
* Restack Project with JLL team.
* Covid Vaccination Drive.
* Sending the Ergonomics Chair, Oxygen Concentrator an Laptops to the Employee and maintain the west region data.
* Maintain office Equipment and AMC’s of India and US office.
* Vendor Management.
* Supervision of Housekeeping and office boys, Pantry Boys.
* Manage the attendance and roster of Housekeeping boys, Chambermaid, Office boys, Pantry Boys.
* Movement of material inwards and outwards.
* Safety, Security and Fire Fighting.
* Negotiate prices with vendors to receive the best pricing. Send them approval and obtain PO from Supply Chain Manage Team. Close the open PO post completion of work.
* Maintain insurance coverages.
* Keeping the records of property taxes.
* Preparing estimates for approval to resolve issue.
* Cost Management.
* Accommodation arrangements for the client’s as per company’s requirement.
* Brush clearance.
* Manage distribution of utilities bills and payment of utility bills
* Manage the filing, storage and security of documents.
* Making the Payments to the vendor, Handyman, electrician and plumb

**Key Achievements:**

* **Regulatory Compliance Restored:** Successfully obtained **new Shop Establishment and Trade Licenses** after a 1-year lapse during COVID-19, ensuring zero penalties and full compliance.
* **DG Duty Settlement:** Resolved **2 years of unpaid DG duty** by calculating historical meter readings from available data and coordinating accurate payments to the Electrical Department.
* **MSME Registration & Utility Concession:** Acquired **MSME certification** and submitted necessary documents to the Electrical Department, enabling eligibility for **electricity concessions** under government policy.
* **Rental Recovery & Agreement Enforcement:** Recovered **6 months of unpaid rent** from a tenant who had occupied the premises without a formal agreement. Drafted and executed a **rental agreement** to legally secure the arrangement.
* **Copyright Infringement Resolution:** Addressed a **V-Ray 3D software license dispute** with Chaos Software Ltd. Negotiated license count, avoided legal escalation, and obtained formal closure through mutual agreement saving 5 lacs for the company.
* **Contractual Risk Mitigation:** Revised and renegotiated **clause 4 in the NOC issued by the landlord**, which initially compromised renter rights. Ensured alignment with existing rental agreement to protect organizational interests.
* **Cost Optimization Initiatives:** Achieved **significant cost savings** through effective vendor negotiations for **UPS maintenance, Fire Extinguishers, HVAC systems**, and **Google Workspace licensing**.
* **Local Travel –** Onboarding company on OLA and Uber for employees travel purpose.
* **Housekeeping Services -** Changing the housekeeping services with smooth transition and monitor their performance saving annually 1.8 lacs.
* **Internet Lease line Negotiation –** Initial charges paid were paid at 4.5 lacs per/year. Resubscribed the same services with discount of 1 lac.
* **Biometrics Integration –** Successfully migrated the SQL database from the main headquarters to the new branch office. Configured desktop systems to support advanced SQL capabilities, the latest .NET Framework, Windows 2011 operating system, 32 GB RAM, and 500 GB storage. Additionally, coordinated with vendors from both companies to facilitate the integration of biometric systems with the new HRMS platform.

**EDUCATIONAL QUALIFICATION:**

* Successfully completed B.Com. IT from Arunachal Pradesh Univerty of Studies August 2018 with aggregate score of 66.40%
* Successfully completed HSC from Mumbai University with 49.66%.
* Successfully completed SSC with 65.06% from Mumbai University.

**PROFESSIONAL EXPERIENCE:**

* Worked with XL dynamics PVT LTD from 20th July 2015 till 18th June 2018.
* Worked with Inventurus Knowledge Solutions from 6th August 2018 till 21st February 2021.
* Worked with ISS facilities as Sr Executive from 02nd March 2020 till December 2021
* Worked with MRCC IT Solutions Pvt Ltd as Assistant Manager Admin from December 15th December 2021 till December 2022.
* Working with Robust Events LLP from 19th August 2024 till date as Admin Manager.

**Organization**:    XL Dynamics PVT LTD

**Designation:**Senior Executive Property Management

**Responsibility**: Repair and Maintenance of Properties owned in the state of California including School,

* Office, Landscapes. It includes approximately 150 Residential Properties, 50 Commercial
* Properties, 30 Open lands. Also includes REO properties in the state of Ohio, Hawaii, South Carolina.
* Preparing Annual repair report for insurance renewal.
* Preparing invoice and estimate packages to make initial material payment and Final payment after completion of job. Preparing Work Order and cutting checks for the handyman, licensed electricians, licensed plumber once the job is completed.
* Ensuring that the job is effectively completed before making any payments and avoid payment duplications.
* Timely payments to the regular vendors.
* Obtaining new vendors for upcoming jobs as per the location.
* Ensuring the smoke detectors and carbon monoxide are serviced annually for the smooth functioning.
* Ensuring the Fire extinguishers are serviced annually for smooth functioning.
* Managing suppliers and third part suppliers
* Delivering reports to the senior management board of any findings
* Relocating the clients to a hotel during the maintenance period as per there convenience and Companies budget.
* Brush Clearance to be done annually on the open land to avoid forest fire.
* Assets and inventory Management.
* Liaising with all Govt. officials &amp; private sectors.
* Maintaining Hygiene &amp; Sanitation.
* Canteen &amp; Refreshment.
* Organizing Events.

• Controlling of Bills &amp; Payments.

• Managing Transport.

**Organization**:    Inventurus Knowledge Solutions

**Designation:**Senior Associate

**Responsibility**: Working in Revenue Cycle Management industry as AR associate

* Working on Multi-Specialty claims to generate revenue
* Following up with insurance companies for pending claims
* Identifying trends based on common denials/rejections
* Helped in creating in build rules in software to permanently eradicate predictive denials/rejections
* Active participation on Client calls during Weekly calls
* Worked as CSR, assisting in quick resolving higher aging claims
* Looked after work allocation whenever need be
* Prepared SOP’s and training documents for the team

**Organisation**: ISS Facility Services Pvt Ltd

**Designation**: Senior Facility Executive.

**Responsibility**: Managing day to day activity at CITI bank Head Quarter at FIFC.

* Managing end to end repair work. This includes Vendor Survey, requesting quotation, Seek approvals from the Seniors, Requesting PO and completing the work within the timeframe provided to the seniors.
* Closing the open tickets.
* Requesting the Material and stationary for the month. Manage the store.
* Preparing the weekly roster and managing the attendance.
* Movement of material inward and outward.
* Requesting CCD indent for the month.
* Weekly Team board briefing.
* Managing and distribution of Pandemic stock.
* Making Travel arrangements and accommodations.
* Worked with JLL team during the restack project.
* Preparing snag list post completion of work.

**Organisation: MRCC IT Solutions Pvt Ltd**

**Designation: Assistant Manager Admin**

**Responsibility:** Manage day to day operation at MRCC IT Solutions at Mumbai Head Quarter

* Manage stake holders query and close them with a proper resolution
* Manage and submit monthly Petty Cash Expenses
* Request monthly Stationaries and Housekeeping Materials.
* Monitor the the expenses incurred by Stationaries, Housekeeping and repair.
* Payment of Monthly Utility and CAM Charges.
* Renewal of Shop Establishment License.
* Renewal of Trade License.
* Quarterly DG Duty Payment to Electrical Department
* Prepare Team Roster, SOP and KRA.
* Project of setting up Chennai office.
* Renewal of AMC of critical and non critical equipment equipment including UPS, FAS, CCTV, AC (Split and Cassette AC).
* Review register at front desk including Gate pass, Mail, Temp Card and Visitor Card.
* Issue Photo Id card and Access Card.
* Closing Monthly Calendar as per ISO requirement.
* Annual ISO Audit closure
* Monthly meet with COO on Facility Assessment Report.
* Manage local GOVT compliance issue.
* Prepare Annual Budget for Admin and Prepare monthly Provisional Budget for the Accounts team.

**Organisation: Robust Events LLP**

**Designation: Manager Admin**

**Responsibility:** Manage day to day operations in Admin and IT

* Prepare Provisional Budget.
* Prepare Annual Budget.
* AMC renewal.
* Handled V-Ray 3D Mac litigation matter and license renewal.
* Creating Email address and obtaining Gmail license as and when required.
* Identifying the Business starter and business standard license and negotiate the cost.
* Create Wi-Fi account and biometrics for employees.
* Procurement of Server for the office use.
* Maintain Laptop Inventory and procurement of Laptop and desktop.
* Shop Establishment License renewal.
* Repair and maintenance of the office premises.
* Handle Security and HK services payment contract Renewal.
* Deal with Building Management with regards to any issue the premises has encountered.
* Diwali Celebration and Diwali Gifting.
* Implementation of OLA Corporate for cost optimization.
* Preparation and implementation of Code of conduct, Travel Policy, No drug, smoke and No Alcohol Policy.
* Payment of Utilities, rent and rental lines which includes Jio fibre, net9.

**KEY SKILLS:**

* Good Communication and presentation skills.
* Good interpersonal Skills.
* Strong negotiation skills.
* Defining the scope and specification of any property related work to be carried out.
* Confident while dealing with high net worth clients.
* Reading and understanding lease and contracts.
* Improving compliance and reducing cost.
* Following procedures to ensure that service standards are consistent.

**Computer Skills:**

M/s Word, M/s Power Point and M/s Excel.

**Reference:** Furnished on request

I desire a career, which will further enhance my competencies that will add value to your organization.

Date:07/02/2025

Place: Mumbai.

(Abhishek Suryakant Sawant)