PRASHANT BANDGAR

Mumbai | [p](mailto:Prashant.bandgar@gmail.com)[rashant.bandgar@gmail.com](mailto:rashant.bandgar@gmail.com) | +91 9930771705 | [LinkedIn](https://www.linkedin.com/in/prashant-bandgar/)



# SUMMARY

Highly accomplished and results-oriented Administration Manager with over 19 years of proven success in driving operational excellence and streamlining administrative functions across diverse industries. Demonstrated expertise in negotiating vendor contracts, leading cross- functional teams, and implementing process improvements that have consistently delivered cost savings of up to 15% and enhanced operational efficiency.

Skilled in fostering strategic partnerships and spearheading initiatives that support organizational growth and sustainability. Adept at managing complex administrative systems and delivering seamless business operations, I am poised to contribute my expertise to drive measurable outcomes and organizational success.



# KEY SKILLS

* Vendor Negotiation & Management
* Cost Optimization & Budgeting
* Process Streamlining & SOP Development
* Cross-functional Team Leadership
* Strategic Planning & Execution  Health & Safety Compliance

 Crisis Management & Event Coordination



# PROFESSIONAL EXPERIENCE

## Maharashtra Rail Infrastructure Development Corporation Ltd. Mumbai, India.

Senior Office Administrator Nov 2022 to Nov 2024

* + Orchestrated the successful management of office repair & maintenance operations, encompassing equipment, air conditioners, electrical systems, plumbing, firefighting systems, security systems, pest control, housekeeping and vehicles management Partnered strategically with third party vendors to deliver superior service excellence while ensuring strict compliance with contractual obligations. Managing Branches Across Maharashtra.
  + Spearheaded logistics for board meetings and high-profile events, including seamless travel arrangements and VVIP guest hospitality, ensuring flawless execution from start to end.
  + Negotiated and secured competitive vendor agreements, reducing operational costs by 20% while maintaining high-quality service delivery.
  + Supervised and optimized office expenses, reducing waste and aligning with departmental budgets through strategic oversight of invoices and MIS reporting.
  + Enhanced office security protocols by overseeing the performance of CCTV systems and access control, safeguarding assets and ensuring compliance with safety standards.

## Lokhandwala Kataria Construction Pvt. Ltd. Mumbai, India.

Manager – Administration June 2015 – Nov 2022

* + Streamlined administrative processes, managing vendor relationships, AMCs, and office operations, resulting in a 15% reduction in overhead costs.
  + Led high-level negotiations with service providers, securing favorable contract terms that drove down operational expenses.
  + Directed recruitment, performance reviews, and development of administrative staff, cultivating a high-performance team dedicated to efficiency and excellence.
  + Implemented robust health and safety compliance programs, ensuring adherence to regulatory standards and safeguarding employee welfare.
  + Coordinated seamless travel arrangements and delivered exceptional hospitality for VVIP guests, ensuring impeccable execution from beginning to end.

## Waaree Energies Ltd. Mumbai, India.

Manager – Administration May 2012 – June 2015

* + Drove administrative operations across multiple locations, overseeing vendor management, travel, facilities, and compliance across pan-India offices.
  + Championed cost-saving initiatives, negotiating strategic contracts for corporate services such as travel, accommodations, and employee welfare, delivering significant savings.
  + Developed and presented annual budgets, aligning spending with corporate objectives and consistently achieving budget goals.
  + Led cross-functional teams to successfully manage internal audits, ensuring compliance with company policies and external regulations.

## Micro Retail Ltd. Mumbai, India.

Manager – Administration Sept 2005 – April 2012

* + Managed end-to-end administrative functions, including infrastructure maintenance, vendor management, travel coordination, and AMC services, driving operational excellence.
  + Spearheaded procurement processes, ensuring competitive pricing and quality across office equipment, supplies, and service contracts.

 Coordinated the implementation of office systems and technology, enhancing efficiency and minimizing downtime.



# EDUCATION

**Bachelor of Commerce (B.Com.) Mumbai, India.**

Mumbai University. June 1994 to May 1999.