**Ritesh Pandey**

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**Career Objective**

My objective is to seek opportunities that provide the scope to blend management theory and practical experience. I like to accept challenges and implement new ideas that will help the organization to achieve its goals. I would like to explore all avenues within a corporate framework that allow me to further enhance my career prospects and add value to the organization, its people, and its customers.

**Brief Summary:**

A competent and result oriented professional with 25 **years** cross-functional experience in HR Admin, Housekeeping, Facilities Management, Logistics, Legal, Infrastructure, Warehousing, Purchase, and Liaison Work across diverse industry verticals. like Warehousing, Logistics, Cargo, Shipping, Retail, Banking & Chemical.

**Present Employment:**

* Associated with **Yusen Logistics India** **Pvt Ltd. (A NYK Group of Companies), as Deputy Manager – Admin, Facility & Infra** since Feb-2016 till now.

**Key Tasks Handled:**

# Admin Profile:

* Manpower Management’s.
* Learning & Development.
* All statutory Compliance.
* Seating Arrangements / Allocations.
* Manpower Contractor’s /Vendor’s Management
* Overall Cost Control Management in day-to-day operations.
* Employees Muster cross verification & Validation for salary process.
* Responsible for planning, driving, managing Blue Collor Talent Acquisition.
* Event Management, R & R, Employee Engagement’s, Functions / Celebrations,
* Contractual Staff Muster cross verification & Providing to Contractor’s for billing /salary process.
* Working closely with Business Leaders / Business Unit’s / HRBP to understand goals for Organization development.

# Facilities Management:

* Petty Cash Management, & monthly MIS send to HO finance team.
* Co-ordination with Building Maintenance Agency /Landlord for day-to-day operations.
* CSR Activities.
* Travel Management
* Housekeeping Activities
* Office / Warehouse Landlords Rent Payment
* Coordination with all stake holders, colleagues & departments for smooth operations in terms of company growth & as well as making good working environment of employees.

# Procurement & Vendor Management:

* General & Printing Stationery Procurement
* Housekeeping Materials Procurements.
* PPEs, & Technical Procurement for DG, AC’s, Fire & Hydrant’s etc.
* Handling overall Procurements for smooth operation of Office / Business Unit’s / Warehouses.
* Vendor Development inclusive of calling Quotes, preparing comparison sheet,
* Negotiation & evaluation of vendors, placing order and ensuring timely execution.
* Procuring Office Equipment’s stationery, and other materials related materials for warehouse operations.
* Verifying & processing vendors invoice/bills for smooth payment process.

**Safety and Security:**

* Responsible for safety concern of the Office / warehouse
* Responsible for Firefighting / First Aid training.
* Mock drill / surprise drill AND check. warehouse surprise visit, check.
* ERT Team, Security Team Training / Briefing.

# AMC’s:

* For DG Set.
* For Pest Control.
* For CCTV Camera.
* For Fire Safety Alarm & Hydrant.
* For Other Assets like AC, Biometric Attn. Machine, MHE’s, Etc.

# Contract Agreement:

* Building Owners
* AMC Contract
* Manpower Supply Agencies
* Security Agencies
* Housekeeping Agencies

# Liaison Work:

* Liaising with Torrent Power,
* Liaising with Gram Panchayat
* Liaising with Manpower supplier
* Liaising with Warehouse Owner / Office Building Owners

**MIS & Budgeting:**

* Sending various kinds of MIS reports to senior management.
* Preparing Operational Billing Data & forwarding to HO billing Dept.
* Preparing Operational Provision Data & forwarding to HO Finance Dept.
* Preparing Operational Provision Data for Different-Different Customers.

**Experience Chronology:**

* July 2010 till Jan 2016 worked with **Overseas Polymers Pvt. Ltd**.

Asst. Manager – Admin & Facility– **Corporate Office Mumbai**.

* Sep 2008 till July 2010 Worked with **Total Shipping & Logistics Pvt. Ltd**

As Sr. Executive Administration & Commercial – **Corporate office Mumbai.**

## Sep.2007 till June 2008 Worked with ICICI Bank Ltd

Asst. Manager Administration and Infrastructure – **Regional Office.**

* May 2004 till August 2007 worked with **Agility Logistics India Ltd**.

As Sr. Executive Administration & Facility Management – **Branch Office.**

* April2001 till April 2004 worked with **GATI Cargo & Logistics Ltd**.

Executive Facility Management – **Branch Office.**

**Professional Achievements & Awards:**

* Operations of 3 Lakh Sq. Ft. warehouse very well with more than 500 manpower’s from last five years without any major issues.
* Achieved Excellence – New Project Launch (Bhiwandi Warehouse Ops.) in year 2016 by **CEO Mr. Vinod Vahinipati’.**
* Lead as one point coordinator to start new warehouse (1L Sq. /Ft.) set-up successfully for following clients i.e., Arvind Lifestyle, Fischer, Amazon, Lumileds & Crocs etc.
* Certificate of completion of “Team Building” Training.
* Certificate of completion of “Negotiation Skills” Training / workshop from Princeton Academy.
* Certificate of completion of “Emergency Preparedness” Training.

**Previous Achievements & Awards:**

* Regional offices & saved 20% courier cost.
* Handled as one point coordinator in setting-up new corporate office.
* Office & Warehouse automation.
* Negotiated and initiated corporate telecom plan with Vodafone for pan India location and saved 25% cost.
* Instrumental in Pan India tie-up with First Flight Courier Company for courier requirement across 15
* Set up 5 new operation branches and 55 new ATM centers in ICICI Bank.
* Participated in a Training program on emergency preparedness, Maharashtra Fire prevention & lifesaving measured.
* Participated in Training program on Negotiation Skills.
* Attended 3 day’s training program in ICICI Training center at Khandala Pune on the topic Managerial Effectiveness.
* **Received best participant & team award** in personality development program on 20 Oct.2004from Hero Honda Mind Mine
* Received **2nd position in business review meeting** in Baroda on 22nd January 2006. By H.R. Head.
* Received one of the **best coordinators for Wipro AP school project** in 2002. And received a cash award from zonal head quarter.

**Educational Qualification:**

* Bachelor’s degree in arts (B.A.) from Purvanchal University Uttar Pradesh in 1999.
* Diploma in Computer Application in 2003.
* Diploma in Material Management in 2006.

**Computer Skills:**

* Proficient in MS-windows, MS-office, Excel, Star office.
* Proficient in Internet and e- mail operations outlook.
* On-line PO / CAPEX Process.
* Power Point Presentation.

**PERSONAL PROFILE**

**Name**  : Ritesh Pandey

**Father's Name** : Mr. K. S. Pandey

**Date of Birth**  : 15th July 1978

**Marital Status**  : Married

**Languages Known :** Hindi, English & Marathi

**Hobbies**  : Chess, Football and Music

**Strengths** :

* Optimistic
* Confidence
* Sincere and hard working
* Good interpersonal skills.
* Highly interested in learning about new technologies, trends, and changes.
* Accept my criticism with the right spirit & improve my experience & knowledge.

**Place: Mumbai Ritesh Pandey**