

CURRICULLUM VITAE



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Objective :

With more than 14 + years of experience of General Administration in corporate sector, I seek an association with a “Professional ambience” offering a consistent career growth and due recognition to my contribution towards the advancement and growth of the organization.

Core Skills :

General Administration
Guest House Management
Asset Management

Relocation Management
Front Office Management
Vendor Management

Transport & Travel Management
Stationery & Courier Management
Event Management

Career Progression :

1) **Podar International School, Thane**

10th October 2018 till date

Designation : Administrative Officer

- Handling Administration work of three sections i.e. CBSE, Cambridge & Podar Jumbo Kids comprising of more than 1200 students.
- Canteen Management.
- Security Management.
- House Keeping Management.
- Create and implement admissions and registration procedures
- Maintenance of the School Building and Campus
- Organize and facilitate the Management of educational and social activities
- Maintenance of the machineries, equipments and the printers of the company.
- Liasoning with Municipal, Education Department and Regulatory Authorities for Administrative work.
- Maintaining stock of School Equipments, Uniforms Books and initiating the Refund process.
- Preparing monthly MIS and maintaining inventory of school assets in Asset Management System
- Making Purchase Request/Goods Receipt Note through ERP.
- Organizing & Handling Events/Picnics/Seminars/ for Teachers/Staff and Students Annual and Sports Day.

- Coordination with Architects, Consultants and contractors for project work of new school.
- Acting as a point of contact for students', parents' and staff's grievance addressing needs
- Managing all day-to-day Operational vendor/contractor's management
- Ensuring Child Safety Policy is strictly followed.
- Verifying, checking and processing of vendor bills and sending them to HO for payment.

2) Kokilaben Dhirubhai Ambani Hospital

5th December 2017 till 5th October 2018

Designation : Senior Executive – Administration

TRAVEL DESK

- Handling car bookings from Hospital approved car vendors for Doctors and Senior Executives
- Booking of cars for airport pick up and drop through Ola / Uber Cabs
- Booking of air tickets and visa from RTTL – an in house service for air travel
- Train tickets booking through IRCTC or through authorized travel agent.
- Preparation of monthly MIS of car and air / train bookings.
- Arranging buses for daily pick up and drop of nurses as per their shifts from hostel to hospital.
- Checking of log sheets of the buses on frequent basis and submitting weekly report to the Management.
- Keeping a track about the usage of vehicles and preparing report for the same.
- Verification and processing of travel desk bills and making PR, PO and SE for the same in SAP
- Also handling ambulances in the hospital with respect to drivers duty, fuel, maintenance etc
- Preparing monthly ROTA for the drivers duty

GENERAL ADMINISTRATION

- Booking of Hotels for employees / guests.
- Booking of Conference Rooms / Meeting Rooms in Hotels for Events and Conferences of Senior Management and Doctors
- Arranging and co ordinating Events and Conferences
- Processing of mobile and printer bills
- Vendor management
- Co ordinating admin activities of new upcoming Reliance Hospital at Koparkhairane, Navi Mumbai.
- Preparing Budgeted vs Actual expenses for each Quarter and presenting to the Senior Management. Also keeping a track of the expenses and focusing on the areas of cost reduction.

HOUSEKEEPING

- Daily supervision of the Hospital premises internally and externally
- Keeping day to day record of the HK activities
- Keeping a track of the procurement and consumption of HK materials.
- Attending to the complaints and getting them resolved
- Attending weekly patient feedback meetings
- Attending training and seminars pertaining to housekeeping
- Ensuring cleanliness and hygiene in the housekeeping activity
- Attending complaints related to furniture and sofa, chairs etc on daily basis

PROPERTY ALLOTMENT AND MAINTENANCE

Overall handled eight hospital properties which includes 4 nursing hostels and 4 Apartments for Doctors and Senior Management.

- Allotment of accommodation to the nurses and JMS, DNB and MEM Doctors and Management staff as per their eligibility
- Preparing a complete record of the allotment and sending report fortnightly
- Responsible for maintaining of civil, electrical, carpentry, pest control and plumbing work of the properties and attending and solving the complaints
- Sending COA report on monthly basis to the HR department for the rent received through the accommodation
- Keeping track of the expenses on repairs and maintenance.
- Preparing IOM for all the bills such as Water bills, Electricity bills, Property Tax bills, MCGM bills and processing them for the payment.
- Visit to the Hostels and Apartments twice in a month or as per requirement for inspection
- Co ordination in shifting of Doctors and nurses for accommodation purpose.
- Preparing monthly allotment data of hostel accommodation.

3) **Reliance Communications Limited, Navi Mumbai** 22nd September 2004 till 30th November 2017
Designation : Senior Executive – Facilities & Administration

GENERAL ADMINISTRATION

- Daily routine check up and monitoring of office area
- Periodic and preventive maintenance of Chairman`s Office area.
- Handling and coordinating transport and helicopter movement activities during visits.
- Handling and provision of stationery to Chairman`s office.
- Handling and maintaining records of petty cash utilized for day to day admin activities.
- Handling VVIP`s visit of Guests and Govt Officials.
- Managing manpower (office boys & peons) for office and outdoor duties.
- Preparing and maintaining daily building maintenance & reports related to housekeeping, security etc.

- Handling workspace allocation for employees and keeping records for the same.
- Managing repair, maintenance & replacement of office equipments, appliances, furniture, furnishings, vehicles, building / block etc.
- Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- Arrangement of all office functions, Parties, Employee birthdays, meetings etc. in the organization.
- Maintaining record of all expenditure related to office administration, processing and tracking Admin bills.

TRANSPORTATION :

- Day to day movement of transport within and outside office premises for Senior Executives.
- Attending calls and timely provision of transport to employees.
- Maintaining records and timely checking of vehicle utilization log sheets.
- Periodic repairs and maintenance, PUC, Insurance of Company vehicles.
- Billing and payment follow up of car repair vendors, fuel vendors.
- Maintaining daily and monthly vehicle utilization records.
- Proper co ordination along with office drivers and keeping a track related to their overtime, uniform, attendance, assigning of duties etc.,
- Preparing Monthly fuel utilization average report.
- Arranging of Golf carts for VVIP visits.

Booking of hired cars and buses from Company approved vendors which includes :

- Booking of hired cars from company approved car vendors for Executives as per Company policy.
- Timely follow up for payments from Accounts and any other issues.
- Daily and Monthly MIS report related to usage of cars and tracking them.
- Checking, Verification and Processing of Bills and Service Entry in SAP.
- Monitoring of operations / maintaining daily data of Company paid Buses facilitated for Employees.
- Checking and processing of Bills of Company paid buses.
- Preparation of PR, PO for Hired Cars and Company Paid Buses.
- Taking care of travel approval process, coordinate with vendor for Air tickets and train tickets.
- Visa processing and cost analysis through Travel vendors.

GUEST HOUSE AND HOTEL BOOKING :

- Supervision of Housekeeping for two Company Owned Guesthouses of about 250 rooms
- Co-coordinating with the vendor / Infrastructure dept in respect to maintenance of Guesthouses.
- Maintaining Inventory of Cutlery, Crockery, Utensils, Kitchen equipments and Service Equipments of all Guesthouses
- Supervision of Menu, Quality, Variety, Hygiene and Cleanliness at Guesthouses
- Monitoring and processing of bills for both the guesthouses
- Supervision of monthly pest control of rooms and public areas at the guesthouses

- Receipt of requisitions towards Guesthouse bookings
- Reserving suitable rooms according to the designation of Executive / Guest
- Sending confirmation in respect to booking of guest rooms
- Sending the confirmations to the reception desk for the allotment of rooms
- Maintaining the daily report for the bookings and room allotment.
- Hotel booking for VVIP Guests and Foreign Delegates in Company Approved Hotels in Mumbai and Navi Mumbai.

PRINTING AND STATIONERY :

- Overall handling of office Printing and Stationery and providing to Employees along with proper filled requisitions duly approved by their respective HOD`s.
- Timely procuring and distribution of stationery and maintaining proper inventory for the same.
- Timely processing of bills, follow up in raising of PR, PO and GRN.
- MIS report of utilization of stationery and control & cost effective measures on the usage.
- Monthly distribution of Sodexo coupons for employees and also providing guest /visitors food coupons.
- Arranging for visiting cards of Company employees.

MAIL MANAGEMENT (Dispatch) :

- Managing entire Dispatch Department of our organization with a team of 22 persons.
- Preparing and Verifying daily mail management report (inward and outward)
- Preparing Quarterly PR / PO and provisions for Dispatch Department.
- Verifying and processing of courier services and payment follow up from Accounts department.

Overall, acting as info-hub for providing Administration related information and supervising administrative activities like General Admin, verification of stationery stock, petty cash, courier, florist, pest control, events, housekeeping etc.

4) Skynet Broadband, Thane Designation : Admin Assistant

March 2003 till July 2004

- Preparation of official letters (drafting)
- Preparation of Quotation and Invoice
- Preparation of Monthly Salary & Invoice
- Maintaining Daily Cash book and Petty Cash Book, Purchase Vouchers etc.
- Follow up for payments & compiling the reports.
- Taking care of entire office and cyber café operations.

5) Jaykesh Selflock Limited, Thane
Designation : Office Assistant

January 2002 till February 2003

- Handling all incoming and outgoing correspondence
- Preparing Purchase Order and accordingly process the order
- Maintaining outgoing and incoming stock
- Regular follow up for payment with Customers
- Preparation of Monthly Statement
- Preparing of documents related to Bank
- Handling all types of back office operations.

6) NIIT, Thane

June 2001 till October 2001

Nature of job handled : Project instructor & Office Assistant

- Helping and co ordination with students in terms of project
- Day to day back office operations.
- Maintenance of office computers and keeping their records.
- Organizing of training sessions, lectures etc.

Educational Qualification :

Degree	Year of Passing	University / Institute	Class
PGDBM – HR	April 2017	Welingkars Institute of Management Studies	Distinction
B.Com	April 2000	Mumbai University	Second Class

Technical Qualification :

Degree	Year of Passing	University / Institute	Class
Diploma in Operating Software & MS Office	2000	NIIT, Thane	B Grade
Diploma in Programming	2001	NIIT, Thane	B Grade
Typing @ 30 w.p.m	2002	Thane	B Grade

PERSONAL DETAILS :

Date of Birth : 21st December 1979
Marital Status : Married
Passport no : M5240666
Obsession : Social Work
Languages Known : English, Marathi & Hindi
Hobbies : Reading, Playing Cricket, Photography
Current CTC : Rs. 4.58 lakhs p.a.
Expected CTC : As per industry standards.

Thanking You,

NILESH LAXMAN PANDARE