**ABHIJEET R. ANASANE**

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* Experienced professional with 12 years of demonstrated history by working in various industries like IT, Media Relations, Sports, Pharmaceutical, Logistics, etc. Skilled in Operations Management, Facility Management, Management Support, Project Coordination and core Office Administration.
* Strong IT skills with a first grade Bachelor of Computer Application degree focused in Computer Science and management from Shivaji University, in 2006.
* Expertise in Calendar Management, Meeting Planning, Communications, Back Office Operations, Administration & Facility Management including Security, Cafeteria, Transport and Space Allocation, etc.

**WORK EXPERIENCE from January 2008 to September 2019**

**April 2019 to Sept 2019:**

Successfully planned, designed and executed business operations of **Mama’s Kitchen - Home Made Food delivery centre** at Model Colony, Pune. MSME registered Service Category D (UAM: MH26D0146283)

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| **Designation:** | **Assistant Manager – Administration** |
| **Company:** | **Busybees Logistics Solutions Pvt Ltd. (e-Commerce Logistics Brand - Xpressbees)** |
| **Duration:** | **Aug – 2018 to March – 2019** |

* Operational part of logistics business, Property Management of PAN India locations.
* Travel Desk monitoring, Utility Bill payments, Telecom Management, Statutory compliances coordination, CCTV installation for all locations, Procurements, getting MIS reports done from executives, coordination among subordinates for better and smooth running of operations and fleet.

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| **Designation:** | **Sr. Associate – Analytical Support** |
| **Company:** | **LOBO Staffing Solutions Pvt Ltd. (Off Roll at Lupin Ltd., Lupin Research Park, Pune)** |
| **Duration:** | **July – 2015 to Aug – 2018** |

* Responsible to assist with the efficient running of the Analytical Research Department in line with Purchase, Accounts, Administration, IT, Facility Engineering and EHS.
* Interaction plan execution with each and every individual/employee of dept and helping HRBP representative in: Grievances Handling, performance measuring activities, annual gifts distribution, maintaining healthy relation with employees in order to attend their queries in an organizational environment.
* Single point of contact for employees of both parts of ARD (API and Pharma Analytical Research) like:

a) Generating Purchase requisitions for various lab consumables, instrument's spares, stationery items, service indents, etc.

b) Timely following up with purchase department for execution of PRS and supply of material to users.

c) Addressing, handling or re-directing queries with regards to employee's requirements, complaints, facilities, and general administrative support.

d) Maintaining relations with vendors by assessing and providing the requirements of users.

e) Travel arrangements of employees visiting other plants by co-ordination with dedicated Travel and Stay team of the company.

f) Assisting Udaan Team (Group for employee’s welfare and engagement activities) for arranging social activities and events for employees.

* Assisting the SVP - ARD of the company to manage and schedule his official calendar, Preparing papers and presentations for business meetings, timely replies to his official mails, Handling confidential information in line with the data security protocols.
* Providing general secretarial / administration support to GM and above employees of the department. Organizing and maintain correspondence and records, follows up on pending matters with proper guidance and any other routine work as per requirement of SVP-ARD.
* Additional responsibility of providing administrative support to LIMS project team at LRP.

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| **Designation:** | **Administration In-charge** |
| **Company:** | **Kreyon Concept And Imaging Pvt Ltd (A print and media start up)** |
| **Duration:** | **June 2013 – December 2014** |

* Taking care of day to day admin activities like documentation, correspondences follow up with vendors and clients, etc.
* Coordination with vendors, Vendor invoice checking and processing with accounts.
* Provide support for bank related activities
* Order Processing & Purchase management.
* Dispatch Management.
* Assistance in managing plans, budgets and schedules for estimates on design, equipment, labour, materials and other related costs
* Oversee inventory and ordering of office supplies, prepare estimates of expenditure, maintain budgetary and inventory controls and make recommendations to the Director.

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| **Designation:** | **Associate Operations Manager** |
| **Company:** | **Konekt Marketing Systems Pvt. Ltd. (Product based Software Company)** |
| **Duration:** | **December 2012 to June-2013** |

* Timely reporting to the Director – Operations- on statuses of agreements, invoices, payments, deployments, services of the clients.
* Complete operational support which will include follow ups with internal team members and customers on agreements, Invoicing and Customer Payment follow ups with the team and sometimes customers.
* Liasioning with various vendors in regards to procurement of various goods and services. Like: Chairs, Air conditioner repairing, office supplies-stationery, property dealers, etc and for various operating resources of the organization.
* Maintaining files and folders with the agreements with clients, customer enrolment forms, invoices, annexure, etc.
* Travel Managements: Domestics & international Air Ticketing, Railway Bookings, Cab Arrangements for clients and employees, Forex arrangements, VISA documentation, Travel Insurance, etc.

**Designation: Manager– Admin & Facilities**

**Company: Hanmer MSL Communications Pvt Ltd. (Public Relation & Media Agency)**

**Duration: August 2011 – November 2012**

* Providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, florist, pest control, housekeeping, etc.
* Liasioning with various Govt. Bodies viz. Fire, Electricity, telephone departments/ timely bill payments etc.
* Managing repair, maintenance & replacement of office equipment, appliances, furniture, furnishings, vehicles, building, etc
* Organizing and making required arrangements for meetings, conferences, seminars etc.
* Ensuring creation & adherence of admin policy and various administrative control mechanisms

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| **Designation:** | **Dy. Manager- Administration** | | |  |
| **Company:** | **Deccan Gymkhana Sports Club (Pioneer charitable sports trust)** | | |  |
| **Duration:** | **July 2010 – August 2011** | | |  |
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* Under the general guidance and supervision of the General Secretary and Finance Secretary, support the co-ordination of all sports department of the club, recreational guest services and all supportive departments.
* Arranging date and timings with mutual availability of members of Governing Body, Sports Committee, Clubhouse Committee, and General Body Meetings.
* Preparing the minutes of the meeting and maintain the minutes register accordingly.
* Handling back office operations, inter-office correspondence, confidential mails, quotations, monthly billing, cheques, etc

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| **Designation:** | **Asst. Branch Manager** | | |  |
| **Company:** | **SIEC India (Overseas Education Consultancy)** | | |  |
| **Duration:** | **January 2008 - June 2010** | | |  |
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* Counseling students for different courses and countries and maintaining accurate computer records of candidate counseled and applications.
* Direct follow up with Universities related to admissions and High Commissions for visa queries.
* Plan and execute outdoor marketing plans and promotional activities.
* Upkeep of office record & maintenance of office Equipment, keeping track of stationary and printing requirement.
* Support in event management and bank transaction work.

**ACADEMIC QUALIFICATION**

* **International Masters in Business Administration (Online IMBA)** - Year- (2008-2009)

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|  | United Business Institute, Brussels | First Class with Distinction (A+) |

* **Bachelor of Computer Applications (BCA)** - Year- (2003-2006)

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|  | Shivaji University, Kolhapur | First Class (62.92%) |

* **Higher Secondary School Certificate (HSC)-(Electronics)** - Year- (2003)

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|  | Pune Board | First Class with Distinction (75.67 %) |

* **Secondary School Certificate (SSC)** – Year- (2001)

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|  | Pune Board |First Class (60.26%) |

**IT SKILLS**

* Proficient in the use of modern business technologies like: MS office Suite (Word, Excel, PowerPoint, Outlook)
* Google Drive, Google Forms, Google Calendar, etc.
* Hands on experience on purchasing module of SAP-Ariba and other associated tools.
* Introductory knowledge of MS Project, basic operating systems, rDBMS, etc.

**PERSONAL DETAILS**

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| Date of Birth | : 09th April 1985 |
| Passport No. | : L6866552 valid till 17 Jan 2024 |
| Languages | : Marathi, Hindi & English |
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