

Santoshanand S. Pakhare
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25th January 1978
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Seeking assignments in General Administration/ Facility Management/ Purchase/ Supply Chain.

Profile Snapshot

A competent professional with 10+years of experience in Office Administration, Facilities Management, Logistics & Liaison. Extensive in managing operations of medium groups with demonstrated organizational skills. Proficient in crisis management & adverse climatic conditions.

Skill Set

- Ensuring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices, etc.
- Managing various activities like transportation ,housekeeping , security, purchase of stationary & office equipment
- Ensuring timely Agreement, PR/PO, AMCs & the payment of all office administration bills
- Developing & negotiating with vendors, managing contracts for obtaining timely procurement of materials at favorable terms
- Coordinating with transporters and other external agencies to achieve seamless & cost – effective deals by ensuring timely deliveries & quality as well.

As an Assistant Manager Admin & Commercial in Express Clinics Pvt. Ltd., Pune, from 12th Sept. 2011 to Till Date(5 years 6 Months) .

Key Result Areas

- Handling wide gamut of tasks encompassing Vendor Development – Stationery, Housekeeping, Security, Clinical Equipments Operation & Maintenance, Hotels Booking and Travel arrangement.
- Spearheading nearly 100 employees across Pune City with the team of 3 subordinates.
- Diligently ensuring proper Travel & Accommodation for travelling employees.
- Ensure the timely AMCs of AC, DG, UPS and Furniture & Equipment Maintenance.

General Administration

- Daily monitor office readiness & all facilities are running smoothly.
- Proactively process PR/PO for all admin related items & AMCs of all office & clinical equipments
- Timely invoices / utility bills processing & ensure payments to the vendors as per TAT.
- Monitor office stationary items procurement & consumption.
- Coordinating with the telecom operators for voice & data connectivity / services issues.
- In advance prepare action plan & readiness for office events.
- Inward/outward courier movement.

Infrastructure / Facility Management

- Ensure the timely AMCs of AC, DG, UPS and Furniture & Fixture Maintenance.
- Oversee repair works satisfactorily to ensure longevity of the work carried out.
- Day to day monitor housekeeping / security services.

Security Management

- Arrange safe and secure working conditions for the staff and safeguard company assets
- Monitor Electronics Security Systems (Attendance/ Access control, CCTV, Fire alarm) and their operations & maintenance.
- Deployment of Security Guard manpower of offices, warehouse & clinics.
- Regular review on security and give feedback to management.
- Ensure all office supplies enter & leave the office premises with proper documentation.

Travel & Accommodation Management

- Booking of Air-Ticket & Rail ticket for the Senior staff travelling.
- Cost effective Tie-up with Hotels / Services Apartments with additional term i.e. room upgrade/ complimentary BF/Lunch/Dinner or discount for lounge access etc.
- Local Transport & Accommodation management for the staff travelling across the country.

Vendor Management/ Development

- Negotiate hard & get competent rates from all admin vendors
- Evaluating the every vendor performance and sharing feedback in time intervals.
- Source new- reliable vendors to meet the ever increasing needs of office, clinical & path lab consumables at the most cost effective manner.

Purchase & Supply Chain Management

- Raising Purchase orders for CAPEX to be required at PAN India level & consumables required 9 clinics & 1 Path Lab. for Pune City.
- Insurance of CAPEX (High End Clinical Equipments) purchased for PAN India level & renewal of those Policies.
- Individually handling End to end process of procurement (Lower & Medium level) of clinical equipments & consumables for Pune City.
- Preparing monthly budget provision for the Purchase of clinical consumables in co-ordination of Operations Dept.
- Inventory management, of Clinical Consumables/stationery item (Printed & Office stationery), stock distribution using easy to use tools like MS-Excel.
- Monthly audit of 9 clinics & 1 Pathological Lab in Pune City for clinical consumables & submitting audit report to management.
- Arrangements of logistics for the transportation of CAPEX as & when required.

Projects

- Preparation of floor plan in co-ordination with Designing Consultants/ Interior Designer.
- Taking Quotations from Turnkey Job vendor.
- Providing product specifications to Turn Key Job vendor.
- Making sure site getting completed within scheduled time.

Achievements

- Coordinated Purchase activity of High End Medical Equipments & Logistics activity for 20+ clinics spread at Mumbai & suburb, Delhi-NCR & Bangalore City.
- Received Best Team Award for the year 2015

As a Admin-HR-Commercial Executive in Zicom Electronic Security Systems Ltd., Pune, from 24th Oct. 2007 to 7th Sept. 2011 (3 years 11 months)

Job Profile

- Keeping track of collection & banking activity of Channel Partners for rest of Maharashtra.
- Responsible for order placement as per Channel partner's request details.
- Preparing daily sales report & sending it Commercial-Sales Verticals.
- Maintaining installation reports for rest the Maharashtra Circle in co-ordination with technical support team.
- Responsible for local HR activities like Attendance, Leave Management, F&F procedure & Reimbursement of Employee claims.
- Keeping track of local vendor payment process from Inward of Invoice till Payment Process
- Taking care Order Processing of Channel Partners from Booking to Invoicing through **"ORBIT" (RDBMS Software).**

As an Admin-Operations Executive in Reliance Communications Ltd., Pune From 1st March 2004 to 22nd April 2006 And from 16th May 2007 to 23rd Oct.2007. (Total 2 years 7months)

Job Profile

- Responsible for Administration activities of 3 offices based at Pune Location.
- Managing AMC of maintenance related activities which includes Civil, Electrical, Air-conditioners etc.
- Interacting with vendors / suppliers to enhance facility services of internal customers.
- Having initial knowledge of **SAP** which is being used for vendor payment process.
- Keeping track of vendor payment process from Inward of Invoice till Payment Process.
- Preparing monthly provision.
- Coordinating inland travel booking arrangements.

As an Admin. Executive in Emerson Design Engineering Center on behalf of Team Lease Services Pvt. Ltd., Pune From 27th April 2006 to 14th December 2006 (8 months).

As a Back Office Executive and Stores Asst. at OTC/CDCs of Reliance Infocomm Ltd., Pune on behalf of Interface Sales Services Pvt. Ltd., Pune, From 01st Apr 2003 to 29th February 2004 (10 months).

IT Skill

- Proficient in using **MS-Office** (Word, Excel, Power Point) & MS-Outlook.
- Having initial knowledge of **SAP** used while working with Reliance Communications Ltd.
- Worked on customized **RDBMS** Software "**ORBIT**" used while working with Zicom Electronic Security Sys. Ltd.

Educational Qualification

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| • Diploma in Computer Management (D.C.M.) | Shivaji University, Kolhapur. | In 2002. |
| • B.Sc. (Statistics) | Shivaji University, Kolhapur. | In 1999 |

Date:

Place:

Santoshanand S. Pakhare