



Deepak Jadhav

(M) +919096929869 E Mail: deepak3264@rediffmail.com

A challenging and performance oriented mid level position as Assistant General Manager / Senior Manager / Dy. Manager / Manager of Property Management, Facility Management, & General Administration with a reputed organization.

Synopsis

Veteran from Indian Air Force in Technical and Administration with 20 years experience in the field of Installation, Operation & Maintenance of MW / LOS Telecom equipment, ISP/BB/Leased Lines Networks, technical, general administration, security management, facility management, company guest house management. Further 17 years experience, Proficient in the administration and management of large size facilities, units, utilities etc. Experienced in smoothly interfacing with internal departments to ensure smooth day to day business operations. A smart negotiator with abilities in finalizing cost effective contracts. A strong planner with exceptional organizational and interpersonal skills.

General Administration

Management of Barrack Inventory of Domestic Establishments in IAF Unit.

Managing administrative budget to ensure effective delivery of services including Property Management, Service Apartments, Housekeeping, and Hygiene management, Security, Cafeteria, Office Equipment, Guest House Management, Vendor Management, Ware House Management and Transport Management etc to enable smooth day to day operations.

Responsible for EPABX, PRI / DEL Lines, Hotlines, Con-calls, etc.

In charge of Mobiles / Blackberry / Data cards and other assets held by concerned staff.

Responsible for Repair & Maintenance of all office equipment, Asset Management, Fire Safety & Security Management and AMC Management.

Handling all Subscriptions for Newspapers / Magazines / Petty Cash.

Building, managing & maintaining relationships with Architects / Contractor / Security / Lease / Landlords.

Managing the Housekeeping staff & monitoring Peons and their Expenses.

Partially responsible for IT Hardware / Lease lines / Internet / Broadband.

Interface with courier agencies for domestic / international smooth distribution of couriers.

Organizing local events, programs, training and other activities.

Handling authorization for asset movements.

Preparing and maintaining MIS for effective cost monitoring in respect of Offices maintenance, Guest House and Ware House operations.

Steering smooth dispatch & receipt and keeping a track of returnable and non returnable materials.

All other duties relevant to Admin or as per office requirements.

Career Path

CBRE South Asia Pvt Ltd, Mumbai: 26th September, 2016 to 07th July 2020.

Location: Kanakia Wall Street, Andheri (E): 07th March 2018 to 07th July 2020.

Assistant Property Manager: For the commercial premises of the size 10 lacks SFT for Property Management Service for day to day functioning of the premises.

Supervising day to day to operations of common area like upkeep of entire premises pertaining to Housekeeping services, MEP Services, Security Services, Gardening, Car Parking, STP Services, Gym, Valet Services, Car Parking Operations, Parking Attendants, Lift Operations, FFS & FAS, CCTV Systems, Water Supply Systems, Pest Control, Façade Cleaning, Basements & Staircase areas, Reception and floor passage areas, LV Shaft, LT Panel room, electric meter rooms, Media Room etc.

Permission and Coordination of Fit Out works, material movements with owners, architects, interior designers, Kanakia Design Department, MEP Department etc.

Make the planning and delivery of all facility related and administrative support services and activities at the site on day to day basis.
Coordinating with OEM or AMC vendors for all planned maintenance activity. Coordinating and planning for carrying out any shutdown maintenance work and breakdowns.
Oversee the consumable stock register of HK Store, MEP Store and MST Store.
Analyze and recommend solution on the complaint management systems.

Make correspondence, statistical, financial and other reports.
Coordinating for submission of bills and for payments of the site contractors and sub vendors.
To manage the appointed vendors for the services like Housekeeping, MEP Services, Gardening
Handling stationary, events, petty cash.
Processing of utility bills to client.
Updating the invoice, payment, AMC, Complaint tracker, MMR Report
Coordination with Kanakia Customer Care Department pertaining to all types of utility services provided, sanctions and approvals for common area events of occupants.
Managing the material and courier movement control.
Assisting HSE and Security department in any kind of eventuality.
Highlight critical issues with recommended solutions which should contain the technical recommendations / alternatives, cost, time schedules.
Checking of daily reports, shift coverage.

Assistant Facility Manager: CBRE South Asia Pvt Ltd.

Location: Willis Towers Watson, Thane: 20th December, 2017 to 28th February 2018..

SPOC for the Facility Management Service for day to day functioning of the site.
Supervising day to day to operations like upkeep of office premises pertaining to Housekeeping services, M&E Services, Cafeteria, Gym, Doctor's Room, Gym, Staircase areas, Reception.
Make the planning and delivery of all facility related and administrative support services and activities at the site on day to day basis.
Coordinating with OEM or AMC vendors for all planned maintenance activity. Coordinating and planning for carrying out any shutdown maintenance work and breakdowns.
Oversee the inventory, rental, repair and maintenance of office equipment.
Analyze and recommend solution on the complaint analysis.
Manage the office services needed to support department operations.
Make correspondence, statistical, financial and other reports.
Arrange for monthly bills to be submitted to the client and collection of payment.
Coordinating for submission of bills and for payments of the site contractors and sub vendors.
To manage the appointed vendors for the services like Housekeeping, M & E Services, and Cafeteria Services,
Handling stationary, events, petty cash, sale of scrap material.
Processing of utility bills.
Updating the payment tracker.
Preparation of Provisions and sending it to accounts by 25th of every month.
Coordination with Lodha Property Management office pertaining to all types of utility services provided.
Managing the material and courier movement control.
Assisting HSE and Security department in any kind of eventuality.
Highlight critical issues with recommended solutions which should contain the technical recommendations / alternatives, cost, time schedules.
Checking of daily reports, shift coverage.

Facility Manager: DSB International School, Mumbai: 01st July 2015 to 7th September 2016 To provide implant facilities such as building maintenance, technical services, routine inspections of School building, checking of apartments before new lease, audit apartments regarding quality of white goods, furniture etc, set up of cable TV, Telephone, Internet in the apartments, monitoring, preparing & negotiating AMCs for Pest Control, ACs, Water Purifiers, Office Equipments, FAS and Fire Extinguishers, Access control System, PA System. To coordinate new purchases for apartments like electrical, furniture, home appliances. Obtaining quotations for repair, maintenance, renovations and refurbishing, new installations. Managing shift, monitor & record attendance of support staff and security personnel, ensure the quality of work of support staff. Checking of bills of various service providers before payment processing, coordination and

liaison with various service providers, contractors, vendors for day to day admin related works. Preparing inventory of material required in stock for normal functioning in school. Day to day operation and maintenance of school buses.

ISS Facility Services India Pvt Ltd., Mumbai: 26th November 2012 till 30th June 2015.

Profile: (i) Property Manager: 26th November, 2012 to 22nd May 2013.

To upkeep & maintain the day to day operation & administration and providing all types of facilities of entire residential complex developed in 09 Acres of Land by Godrej Properties Ltd., located at Mahalaxmi (E) Mumbai.

This is the flagship project of GPL consisting of 05 Towers of 46 storeys each. The entire area covers 380 flats, Club House, Swimming Pool, Landscaping and Garden, Tennis Court, Basket Ball Court, Table Tennis, Squash Court, Badminton Court, Pool, Gymnasium, Steam Bath, Yoga room, Reading Room, Party Hall & Lawn, Kids Play Ground and car parking area for 600 cars.

Handling man power of 100 to 125 deployed to cater all types of facilities including Security Management.

Co-ordination with various contractors, vendors for repair and maintenance of entire premises.

Maintain various records & documentation of servicing & maintenance of Electrical Equipments, Boom Barrier, CCTV Room and Intercom with Video Phones, Sewer Treatment Plant, Water Treatment Plant, Fire Fighting System, Elevators, Diesel Generator Set, and Domestic & Flushing Water Supply Systems, Rain Water Harvest System, Garbage & Waste Management, Pest Control & Rodent Control, AMC Management.

Reviewing and tracking renewal of all statutory requirements, AMCs.

To negotiate for best quotes by getting quotation for various requirements pertaining to repair and maintenance, new projects.

(ii) Facility Manager: DSB International School: 23rd May 2013 to 30th June 2015.

Worked with ISS Facility Services India Pvt Ltd. till 30th June, 2015 and got absorbed in DSB International School, Mumbai w.e.f. 01st July, 2015.

Assistant Manager Admin: Atos World Line India Pvt. Ltd, Mumbai, June, 2010 to July, 2012.

Profile: To upkeep & maintain the day to day administration of entire office having staff of 150 in area of 15,000 SFT. Most instrumental in execution and completion of infrastructure renovation projects on time. Handled smoothly relocations and transitions of offices.

Co-ordination with various contractors, vendors for repair and maintenance of premises.

Maintain various records & documentation of servicing & maintenance.

Transport management, Reviewing and tracking renewal of all statutory requirements. Optimizing bills of telephone, mobiles, electricity, water, repair of electric gadgets, furniture and fixtures.

Sales of scrap material and keep record of scrap material, Handling of petty cash.

To negotiate for best quotes by getting quotation for various requirements.

Training to employees regarding cleanliness & hygienic environments, Housekeeping and cleanliness. Event management.

AMC Reviews, Capex goods inventory management.

Take part in team efforts and other small projects that comes in.

Submit changes and provide appropriate level of coordination along with the implementation.

Ability to provide timely status updates.-

Good interpersonal, oral and written communications skills

Ability to handle multi-tasking and frequently changing priorities.

Manager Operations & Maintenance, Technical.

India on Line Net Com, Mumbai, March, 2009 to March, 2010.

Profile: Co-coordinating with Field staff and Telco technicians to resolve issues and implement the circuits. Managerial skill to manage the staff during project implementation, with other groups to help resolve network connectivity issues, Resolve service impacting Network issues in a timely manner.

Project Management related activities for implementation of designed solution through Engineers located at different locations.

Review the capacity report and prepare the proposal for network upgrade/solution. Prepare the Method of Procedure (MoP) for various activities carried out in network during the upgrade.

Liaisons very with NOC operation teams and field Engineers and make them understand the proposed design /MoP.

Create and update network infrastructure documentation.

Take part in team efforts and other small projects that comes in.

Submit changes and provide appropriate level of coordination along with the implementation.

Ability to provide timely status updates.

Good interpersonal, oral and written communications skills Ability to handle multi-tasking and frequently changing priorities.

Consultant: IT Asset Management

Deed Inc, Mumbai, February, 2008 to March, 2009.

Profile: Reporting to director. The profile includes handling of IT related assets management for our client Barclays Bank Plc. Also, handling of Inventory for IT assets such as Desktops, Laptops, Printer, Scanners and Blackberry for end users across India. Inward and outward of all IT related material and their consumables. Coordinating with Vodafone and Airtel service providers for smooth functioning of data and voice services.

Consultant: Admin Project, (Project Execution, Admin, Security, Safety, Facilities & Guest house)

Mudra Communications Pvt. Ltd, Mumbai, January, 2007 to January, 2008

Profile: Reporting to Senior Manager Administration. Handled an Office Renovation Project consisting an area 16,000 SFT having a ground & mezzanine floor. The profile includes coordinating with Architects, Landlord and various contractors for the complete execution of exterior and interior works. Supervising and monitoring of all project activities, generating daily progress report as per work schedule. The execution of project activities such as structured cabling, office interior / exterior works, installation of various air-condition machines and office equipments as per lay out plan, drawings, designs & floor plan to be carried out. Also handled a facility management systems for staff of 70 to 80 persons includes day today general administration, house keeping, security, tours and travels booking , dispatches of in and out mails, courier services, upkeep and maintenance of office equipments, canteen facilities & operation of guest house for the company staff.

Senior Executive Administration, (Admin, Security, Safety, Facilities)

Fine Jewellery India Limited, Mumbai, October, 2004 to December, 2006

Profile: Assisting Manager administration in general administration of the organization in respect of overall routine upkeep & maintenance of all systems pertaining to housekeeping, facility equipments, security, safety & fire related equipments, stores, and maintenance of the production related machinery. To coordinate & cooperate in finding & solving interdepartmental matters that requires admin assistance, assist Manager (Admin) in formulating policies, procedures & system relating to general Administration / Security / Maintenance / Housekeeping. Also, responsible to evaluate every AMC periodically & the performance of the contractor on periodic basis. Interacting with various vendors, to liaise with any statutory authorities under instructions/ guidelines of Manager Admin / Senior Manager Personnel.

Consultant Engineer (Field Engineer Officer),

Reliance Next Link Pvt. Ltd., Mumbai. May, 2003 to September, 2004

Profile: To Coordinate with Civil and Electrical Engineers and Contractors to execute the assigned project as per plan. Served this Organization as a Consultant Engineer, undertook the task of Laying Optical Fiber Cable, CAT5 through Conventional Trenching method and Micro cabling through Direct Buried Cable method. Internal Building Ducting for Customer Services by installation IMDF, IDF and CDP. Installation of Digital Loop Carrier AN 2000, TN1C Transport Module, ATRICA Switch for DATA and Voice. Also installation of Gateway Box for Net way Connectivity and Fiber Splicing.

Technical cum Administrative Senior Non Commissioned Officer. (Senior Technical Supervisor)

Indian Air Force, March, 1983 to March, 2003.

Profile: Operation & Maintenance of Communication (Tropo / LOS) Equipments.

To provide uninterrupted Air Defense Voice & Data Communication, Operation & Maintenance of Multiplexing Equipments, RF Equipments, Automatic Trunk Switching, Intergraded Local / Trunk Voice Switching Equipments, Distributed Message Switching Systems, Voice Frequency Telegraphic Equipments and Underground Cables. Well versed in handling of sophisticated RF Communications Test Equipments such as Microwave System Analyzer, Spectrum Analyzer, Signal Generator, Oscilloscope, Microwave Frequency Counter, Transmission and Noise Measuring System. Undertaken work of trouble shooting and analyzing of faults, component level repair of PCBs, Servicing and modification of 2GHz & 8GHz RF Communication and Mobile Trop Terminal system, HF / VHF / UHF ground to airborne communication system, maintenance of LOG Books and other related technical documents, handling of technical stores and inventory. Security Policies implementation, Manning the Quick Reaction Team, Frisking and Security Check Supervision

Key Achievements

Undertaken work of trouble shooting and analyzing of faults, component level repair of PCBs, Servicing and modification of 2GHz & 8GHz RF Communication and Mobile Trop Terminal system in Indian Air Force.

Played significant role to coordinate with Civil and Electrical Engineers and Contractors to execute the assigned project as per plan in RNPL.

Laying Optical Fiber Cable, CAT5 through Conventional Trenching method and Micro cabling through Direct Buried Cable method. Internal Building Ducting for Customer Services.

Developed the 16000 SFT branch renovation project from inception for Mudra Communications successfully and undertook the general administration till the last date.

Handling of Inventory for IT assets such as Desktops, Laptops, Printer, Scanners and Blackberry for end users across India for High value client Barclays Bank PLC pan India.

Responsible for creating and maintaining 20+ people strong team in Mumbai for IOL India Netcom.

Developed 3500 SFT Production floor renovation project from inception and completed within the deadline.

Achieved the cost benefit on Electrical Power utilization by eliminating the penalty and gaining incentives as well over all reduction in the monthly electrical charges on consumption of more units by rectifying and servicing the Automatic Power Factor Controller.

Instrumental in handling transition of office from Mumbai branch to Bangalore in AWL India (P) Ltd.

Instrumental in the execution of Projects in DSB International School such as Sports Facilities, Access Control System, CCTV and minor/major repair works.

Successfully executed and completed the renovation work of School Building in DSB International School within the time lines in year 2013, 2014, and 2015.

Installation of 25 KVA DG Set.

Education & Personal Details.

- Graduation from Indian Air Force & Diploma in Electronics and Radio Communication Engineering.
- Date of Birth : 03rd February, 1964.
- Language Known : English, Hindi, Marathi, Gujarati.
- Address : B/308, 'New Green Park CHSL,
Govind Babaji Raut Marg, Karkoon Wadi,
Papdy, Vasai (W), Dist: Palghar,
Maharashtra, PIN 401 207.

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