

**Santoshanand S. Pakhare**  
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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 12<sup>th</sup> 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 24<sup>th</sup> Oct. 2007 to 7<sup>th</sup> 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 1<sup>st</sup> March 2004 to 22<sup>nd</sup> April 2006 And from 16<sup>th</sup> May 2007 to 23<sup>rd</sup> 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 27<sup>th</sup> April 2006 to 14<sup>th</sup> 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 01<sup>st</sup> Apr 2003 to 29<sup>th</sup> 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