**AMEET S. DESAI**

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**JOB OBJECTIVE**

Seeking senior level assignments in General administration, Human Resource, Day –to –Day Operations with an organization of high repute.

**PROFILE SUMMARY**

* Over 17 + years of rich experience in Strategy Planning, Business Operations and General Administration.
* Expertise in managing entire business operations with focus on top and bottom-line profitability through optimal utilization of resources
* Outstanding success in building & maintaining relationships with key clients, establishing large volumes & profit accounts with high levels of retention and loyalty
* Adept at handling day-to-day administrative activities in coordination with internal / external departments
* Excellent leader with the ability to manage people, take new initiatives and complete ownership of the work

**CORE COMPETENCIES**

Strategy Planning

* Strategizing long-term business directions of the region to ensure maximum profitability in line with organizational objectives
* Formulating strategies & reaching out to the unexplored market segments through feedback from the concerned branches

Sales &Business Operations

* Forecasting sales targets, driving sales initiatives to achieve business goals and managing the Sales Team to achieve them
* Managing Channel Partners, Distributors and Partners, pioneering product sales & distribution programme resulting in successful market penetration

New Initiatives & Project Implementation

* Mapping the requirements, providing the best solutions to customers involving evaluation & definition of scope of project and finalisation of project requirements
* Defining best practices for project support & documentation as well as implementing project plans within preset budgets

Administration

* Working closely with the departments to achieve a harmonious working environment, greater operational efficiency and facilitate effective communication
* Monitoring activities including office facilities, transport facilities and logistic services

People Management

* Managing the gamut of tasks including manpower planning and coordinating with the team members
* Leading and motivating the team to achieve pre-set targets

**ORGANISATIONAL EXPERIENCE**

Currently working with Raptakos Brett & Co. Ltd -Nira Since -Oct.18

Manager -**Equus Stud Farm**

* Property development (330 acres)
* Developing paddocks and stables for Race Horses.
* Day -to -day repair and maintenance
* Handling 90 labors & men working on horses.
* Security.
* Government Liaising.

Worked with **Girikand Logistics Pvt Ltd**. Nov’17 -Oct’18.

**General Manager –Sales & Operations.**

* Handling a Team of Operation Managers of different departments. (Car Rentals, Bus Division & Premium verticals)
* Visiting existing clients on weekly basis, taking feedbacks on current operations and identifying new business opportunity.
* Working on RFP’s
* Preparing Vehicle Wise Profit & Loss statements every month.
* Analyzing areas of concerns for cost savings.
* (i) Revenue generation and profitability: generating and closure of leads and managing operations to

ensure efficiency across the different business lines and products of the organization so as to deliver top

line and bottom line of the organization.

* (ii) Customer Relationship: building and maintaining strong customer relations with the current and

potential customers / stake holders/ partners to grow and sustain the business.

* (iii) Partnership management: managing partner, vendors and stake holders relevant for operations and

sales and business generation and strong relationships.

* (iv) Marketing: ensuring all marketing and other promotional activities planned and executed to build

brand awareness and relevance and to generate sales – in line with organization framework and strategy.

* (v) Business Strategy: work with management to develop and execute overall business short and long

term strategy

* (vi) Administration: managing of the personnel, administrative, operational requirements as also

accounting and legal compliance and day to day operations.

* (vii) Systems and processes: including data management, client records, MIS and other processes for

smooth functioning and growth of the business.

* (viii) Training and creating teams: building, training, motivating and developing teams for growth.
* (ix) Management: a responsible member of the core management team working across functions and

locations as required by the business and contributing to overall business health.

* (x) However as a core member of the senior management team and is expected to contribute to the

Overall growth and health of the organization.

**PREVIOUS EXPERIENCE**

Worked with **M/s Wings Travels Management India Pvt Ltd.**

**Assistant General Manager –Admin / HR /Operations May’14 – October’17.**

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* Steered efforts in overseeing smooth implementation of HR policies for manpower planning, performance management, recruitment, selection, induction, orientation and development of new employees in the organisation through Career and Succession Planning
* Pivotal in planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews; making operating budgets; taking adequate measures to ensure optimum utilization of available funds
* Playing the leadership role in formulating & benchmarking functional best practices/ SOPs to focus on development activities related to HR, Personnel, Administration, etc. & to meet present and future goals and mission set by the organization.
* Dexterous in supervising complete recruitment cycle (staffing, recruitment, contract negotiations, discipline, conducting selection interviews, etc.), employee welfare, appraisal process, Performance Management System, trainings and exit formalities
* Essayed a key role in managing welfare measures like employee development plans, career pathing, resource deployment, etc. to enhance motivation levels and productivity; organising employee encouragement programmes
* Instrumental in looking after grievance handling, employee motivation, thereby instituting measure for reducing absenteeism and enhancing employee turnover
* Steering initiatives for identifying high performing talent within the organization, while providing accelerated developmental work assignments and training opportunities; managing appraisal process across levels and establishing framework for substantiating Performance Appraisal System linked to reward management
* Skilled in identifying training needs across levels; conceptualizing & developing training & development initiatives for improved productivity, building capability and quality enhancement and liaising with internal & external agencies, developing multi skills as per defined standards
* Deft in developing procedures, service standards and operational policies, planning & implementing effective control measures to reduce running costs of the unit.
* Successfully on line systems of PMS, Safety, Talent Acquisition, and L&D in People Software system.

**Worked with Cushman & Weikfield -BMC SOFTWARE Oct’13 -April’14.**

**Duty Manager -Facility Management.**

* Ensuring that the facility is operating as it should on a daily basis.
* Dealing with emergency issues that arise
* Creating plans for replacements and repairs.
* Developing and managing vendor contracts.
* Managing the entire team of Security Guards, Housekeeping etc…
* Daily Routine checkups on maintenance, housekeeping.
* Scheduling review meetings with the BMS Team.
* Preparing Monthly repair schedule work reports.
* Managing Transport operations.

**M/s Japalouppe Equestrian Centre Pvt.Ltd.,Talegaon Dabhade Oct’10 – Sep’13.**

**Admin Head / Operations Manager**

Role:

* Guiding a team of Managers including Administration Manager, Stables Manager and Chief Riding Instructor to ensure effective & efficient operations of the Administrative Office
* Supervising all facilities within the Equestrian Centre Compound and 98 Stables for Livery Horses, School Horses and Retired Race Horses in retraining or quarantine for Expo.
* Responsible person in Japalouppe, to do marketing activities which has resulted in increased enrolments for the Horse Riding Camps, which has led to increase profitability to the company.
* Steered efforts in managing HR activities for employees and Member of Management Committee in driving organization strategies and business vision along with other cross functional team leaders.
* Successfully Value Innovation of HR Policies, Succession Development Planning (SDP), Individual Development Planning (IDP) Talent Acquisition, Learning & Development, Compensation & Benefits.
* PF related activities: Online PF ECR, PF challans & various related compliance, settlements of PF & pension to maintain proper record of monthly, half yearly & annual returns etc.
* Insurance: Ensuring proper quotation, evaluation of various employee insurance such as Medical claim, personal accident, Workmen Compensation and Motor Policy etc.
* Canteen: Working as incharge of Canteen facility. Effective decision making while selection of canteen contractor and insuring supply of proper hygiene food and resolving complaint arising thereof.
* Security: Total control of Security Management & operations in regards with protecting company assets, goods and safe manpower movement.
* Housekeeping: Ensuring effective housekeeping activities under my supervision and working on regular improvement.
* MIS: Maintaining HR related data and making it available for MRM & HR preparations.
* Welfare: taking care of annual Welfare activity such as Uniform, Shoes, Insurance, medical assistance, Organising Annual Function of Company.
* Effective participation through attending / organising / participating various meetings like: ORM, People Focus Group, Canteen, Transportation, Safety committee, Union / work committee, daily production meeting etc.
* Other Administrative Work: Such as Day to day Notices, Facing Audits, Employee Services, Bills checking and processing etc.

**M/s Best Trading Company (FMCG), Pune Feb’96 – Sep’10**

Role:

* Oversaw the entire gamut of tasks ranging from distribution, channel sales, corporate communications, marketing & recruitment, administration, etc.
* As a Regional Manager I was overseeing an entire district for this company. I was mainly handling sales, distribution, Expansion of Network and hold companies-critical positions. I was responsible for running the branches, often appoint managers at each location and typically approve of the hiring of other employees as well.

**PROFESSIONAL ACHIEVEMENTS**

* Steered efforts for increasing the business of the company.
* Played a pivotal role in streamlining the manpower and HR Department which helped in increasing the revenue for the company
* Instrumental in developing good rapport with the client that help in generating business

**EDUCATION**

* B.E Automobiles

**IT SKILLS**

* Well versed with MS Office, Windows & Internet Applications SAP, CRM, ERP.

**PERSONAL DETAILS**

Date of Birth: 21st September, 1979

Address: Sector No. 24, Plot 48, Next to Nigdi Police Thana, Pradhikaran, Nigdi, Pune - 411044

Languages Known: Hindi, English and Marathi

Location Preference: Pune