

ANIKET KULKARNI

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CORE COMPETENCIES

Strategic Planning & Execution

Facilities & Administration Leadership

Vendor & Procurement Management

Cost Optimization Strategies

Leadership & Team Development

IT Domain Knowledge

Compliance & Contract Negotiation

Stakeholder Management



PROFILE SUMMARY

- ❖ A powerhouse with **19 years** of unmatched Administration and Facilities Management expertise, recently led operations as **Senior Manager of Administration & Facilities** at **Avalara Technologies Pvt Ltd, Pune**.
- ❖ With a stellar track record spanning leadership, strategic planning, and operational excellence, redefined the standards of corporate facilities, procurement, and administrative strategies across multiple organizations and geographies.
- ❖ A master strategist renowned for driving **cost optimization**, implementing innovative **emergency preparedness plans**, spearheading seamless **office relocations**, and managing multi-million-dollar vendor partnerships with precision and foresight.
- ❖ Instrumental in achieving a **15%-20% reduction in expenses** without compromising quality, while enhancing workplace environments to foster productivity and employee well-being.
- ❖ Awarded the prestigious **Award for Professional Excellence in Facilities Management & General Administration** by **FMLA**, a testament to transformative leadership, strategic vision, and unwavering dedication to operational performance.
- ❖ A proven leader adept at managing teams, ensuring safety protocols, executing high-impact projects, and aligning cross-functional goals with organizational success.
- ❖ Equipped with an **LLB and B Com**, alongside expertise in stakeholder management, compliance, logistics, cost-saving strategies, and administrative transformation.
- ❖ A visionary poised to leave an indelible mark on dynamic and forward-thinking organizations.



WORK EXPERIENCE

Senior Manager (Administration and Facilities) | Avalara Technologies Pvt Ltd, Pune, India | November 2019 – May 2024

Roles & Contributions:

Led a high-performing team of 5 employees in managing all facets of facilities administration, including office maintenance, security, and comprehensive office services across multiple locations, including Pune, Chennai, Hyderabad, and Noida, supporting over **1500+ employees**.

- ❖ **Strategic Leadership:** Directed end-to-end facilities management operations focusing on optimizing efficiency, ensuring employee well-being, and maintaining a safe and secure work environment.
- ❖ **Emergency Preparedness:** Designed and implemented proactive emergency response plans to safeguard employees and visitors during critical incidents, ensuring business continuity and adherence to safety protocols.
- ❖ **Event Management:** Successfully planned and executed corporate onsite and offsite events, managing logistics, arrangements, and timely communication to ensure seamless experiences for employees and stakeholders.
- ❖ **Travel Coordination:** Managed domestic and international travel for over 1000 employees, ensuring cost-efficiency while delivering hassle-free travel experiences.
- ❖ **Cost Optimization:** Introduced strategic cost-saving initiatives that led to a **15%-20% reduction in overall facilities expenses**, while sustaining and improving the quality of services provided.
- ❖ **Vendor & Procurement Oversight:** Strengthened vendor partnerships by implementing effective vendor management strategies and overseeing procurement to ensure timely service delivery and operational excellence.
- ❖ **Cross-functional collaboration:** Worked closely with leadership and cross-functional departments to align operational goals, streamline processes, and implement innovative administrative solutions.
- ❖ **Workplace Environment Enhancement:** Prioritized employee satisfaction by upgrading infrastructure and implementing workplace wellness programs that improved overall employee productivity and morale.



ACADEMIA | CERTIFICATIONS

Law | LLB: Symbiosis Deemed University 2005
PUNE, INDIA (2005)

B Com: Symbiosis College of Arts and Commerce
(2002)

Intermediate: Maharashtra Board (1999)

Matriculation: Maharashtra Board (1997)



AWARDS

Award for Professional Excellence in Facilities Management & General Administration

Facility Management Leadership Association (FMLA)

- ❖ Honored with the **Award for Professional Excellence in Facilities Management and General Administration** for outstanding leadership and performance in February 2023 and January 2024.



PERSONAL DETAILS

Date of Birth: 11 August 1981

Languages Known: English & Hindi

Address: A 1001 Grandstand Trinity Kothrud,
411038 Pune, India

Manager, Administration and Facilities | Druva Data Solutions Pvt Ltd, Pune, India | April 2016 – November 2019

Roles & Contributions:

Managed a dynamic team of 2 administrative staff members, ensuring smooth day-to-day office operations and timely task execution, while fostering an environment of collaboration and accountability.

- ❖ **Office Renovation Leadership:** Successfully planned and executed comprehensive office renovation projects that modernized workspaces, improved employee productivity, and optimized operational workflows.
- ❖ **Office Relocation Project:** Played a pivotal role in overseeing the end-to-end relocation of the office to a new location. This included identifying suitable office spaces, partnering with a design firm, and finalizing office designs and layouts. Through meticulous planning and strategic execution, the relocation was completed within **three months**, with the entire office moved over a weekend without any operational disruption.
- ❖ **Vendor & Procurement Management:** Managed vendor relationships and procurement activities, ensuring seamless service delivery and cost-effective purchasing strategies while maintaining quality standards.
- ❖ **Process Optimization:** Streamlined administrative processes, improving operational response time and contributing to a well-organized, productive work environment.
- ❖ **Cross-functional Coordination:** Collaborated with various departments to ensure alignment with organizational goals during major projects and day-to-day operations.
- ❖ **Workplace Environment Enhancement:** Implemented workplace wellness initiatives and workspace upgrades to ensure employee well-being, job satisfaction, and productivity.

Assistant Manager, Administration and Facilities | IP Access India Pvt Ltd, Pune, India | August 2014 – March 2016

Roles & Contributions:

Successfully managed the complete transition and setup of company operations to new premises at Giga Space. Oversaw end-to-end relocation tasks, including vendor contracts, supplier coordination, interior design execution, and ensuring the workspace was ready for business activities.

- ❖ **Office Relocation & Setup:** Led the move to new premises by coordinating contracts, engaging suppliers, managing interior design, and ensuring readiness for operations. Received numerous accolades for timely execution and aligning with organizational expectations.
- ❖ **Vendor & Supplier Coordination:** Managed relationships with key vendors to ensure all requirements were met on time and within budget.
- ❖ **Daily Administration:** Oversaw daily office operations, transport management, inventory, and logistics.
- ❖ **Contract Renewals & Compliance:** Handled contract renewals, ensuring legal compliance while maintaining strong vendor partnerships.
- ❖ **Process Optimization:** Streamlined workflows and introduced cost-saving strategies to improve administrative efficiency.

Senior Executive, Administration | Zensar Technologies Pvt Ltd, Pune, India | May 2005 – July 2014

Roles & Contributions:

Oversaw comprehensive administrative functions, ensuring efficient daily operations and cost savings for the organization. Managed employee transportation, vendor negotiations, client logistics, and government liaison while maintaining strict budgetary controls.

- ❖ **Employee Transportation:** Managed daily transportation for over 5,000 employees, ensuring timely and cost-effective commutes.
- ❖ **Guest House Operations:** Supervised company guest houses, addressing maintenance and guest needs.
- ❖ **Vendor Management:** Negotiated contracts and assessed vendor performance to achieve significant cost savings.
- ❖ **Financial Coordination:** Processed purchase orders and liaised with finance to streamline payments.
- ❖ **Global Client Logistics:** Coordinated travel and accommodation for clients worldwide during corporate events.
- ❖ **Government Liaison:** Ensured compliance by coordinating licenses and approvals with relevant authorities.
- ❖ **Budget Preparation:** Managed departmental budgets, ensuring optimal resource allocation.
- ❖ **Daily Administration:** Directed daily office functions and streamlined administrative workflows.