

# Rony Xavier Lemos

rony.lemos12@gmail.com | +91 8668852631 | Pune, India.

---

Dedicated and adaptable professional with a strong background in administration and facility management seeking new career opportunities. Eager to utilize expertise in operations, vendor management, and compliance to contribute effectively to a dynamic team environment.

## Skills

- Soft Services & Facility Management
- Event Coordination
- Vendor & Procurement Management
- Operational Oversight
- Logistics Coordination
- Security & Access Control
- Budgeting & Invoice Verification
- Compliance & Regulatory Management
- Energy Efficiency Initiatives
- Health, Safety, & Environmental Compliance
- Inventory & Recordkeeping
- Training Program Development

## Professional Experience:

Assistant Manager (Administration & Facilities)

**Property Solution India Pvt Ltd (Deployed at LTIMindtree, Pune)**

*December 2023 - Present*

- Established operational & maintenance procedures for all site staff.
- Maintained relationships with local authorities for facility-related issues.
- Ensured compliance with legal & authorities related to facility & engineering systems.
- Planned and managed budgets for engineering & operational contracts.
- Conducted technical audits for all installations at regular intervals.
- Coordinated smooth operations of all MEP installations and civil works.
- Developed maintenance schedules and shutdowns in consultation with clients/OEMs.
- Implemented energy management programs to reduce utility costs.
- Managed small renovation projects from initiation to completion.
- Ensured compliance with health, safety, and statutory regulations.
- Developed and implemented innovative programs to increase productivity and savings.

Assistant Manager (Administration & Facilities)

**Grab A Grub Service Limited**

*August 2022 - June 2023*

- Generated daily MIS reports and trackers.
- Managed employee travel and hotel bookings.
- Procured HK material & office stationery.
- Handled vendor management and invoice processing.
- Managed stock inventory and expenses reports.

Project Executive (Administration & Facilities) Soft Service

**Big Basket (Supermarket Grocery Supplies)**

Sept 2019 - Aug 2022

- Managed upkeep of work areas, coordinating with in-house teams for smooth operations.
- Oversaw procurement of housekeeping materials and office stationery, generating purchase requests and managing invoices.
- Handled vendor management, including quotation coordination, payment queries, and maintaining Pan India relationships.
- Implemented stock management with monthly inventory reconciliation.
- Maintained records of documents, including checklists, attendance, and registers.

Admin Executive (Administration & Facilities) Soft Service

**Saba Software India Pvt. Ltd.**

May 2018 - Jan 2019

- Managed petty cash and total housekeeping activities, including soft skills and security.
- Oversaw vendor audit compliance and access control for Pune & Mumbai offices.
- Coordinated procurement, invoice checking, and cafeteria food hygiene.
- Organized travel arrangements, including internal travel, hotel bookings, and special events.
- Handled inventory management of pantry, housekeeping materials, and stationery.

Facility Executive Soft Service

**Sodexo Facilities Management (I) Pvt. Ltd. / ISS Facility Services India Pvt. Ltd.**

**BNY MELLON India Pvt. Ltd. Pune**

June 2016 to July 2017 (Sodexo FM) & Aug 2017 to May 2018 (ISS FS).

- Led facility operations and maintenance, including waste management and vendor coordination.
- Managed soft services such as housekeeping, pantry, mail room, and parking attendant services.
- Coordinated training, staff replacement, and emergency response.
- Prepared and submitted daily, weekly, and monthly reports to site in-charge.
- Handled petty cash, transport, invoices, and maintained hygiene standards.

*Facility Executive – Soft Service*

**Sanjay Maintenance Services Pvt. Ltd., Pune**

August 2015 to June 2016

*Admin Executive – Soft Service*

**Randstad India Ltd, Wipro Technologies, Pune**

August 2013 to August 2015

*Senior Steward*

**Trimurti Co-Op Society Ltd, Pune Infosys Technologies Ltd**

September 2004 to August 2013

*Steward*

**The Best Western Pride Hotel, Pune**

August 2000 to August 2004

## Education:

Yashwantrao Chavan Maharashtra Open University

**Bachelor Of Commerce. (BCOM)**

## Certifications:

- Short-term course in Food & Beverage Service, Dina Institute of Hotel Management, Pune
- Food & Beverage Service, Red Carpet Institute of Hotel Management & Catering Technology

## Personal Details:

- **Date Of Birth:** February 03, 1982.
- **Languages Known:** English, Hindi, Marathi and Konkani.