

**Pravin Mohan Sawant, M.A (Soc), PGDBA & SAP (HR) | Security & General Admin  
(Indian Air Force Veteran)**

Address: D/103, Om Suryodaya CHS Ltd, Rawalpada, Dahisar East, Mumbai – 400068

Telephone: +91-9819872089, E-mail: [sawant.sap@gmail.com](mailto:sawant.sap@gmail.com)

### Objective:

- A highly skilled and experienced Manager Administration seeking a challenging role in an organization that values innovation, teamwork, and professionalism.

### Professional Synopsis:

- A highly motivated and organized person who will use management experience and skilled leadership to maintain productivity and service quality.
- A postgraduate, spent 16+ years with the Indian Air Force and 17+ years with Corporates, MNC. Able to handle the full range of general administration functions such as Security, transportation, stationery, cafeteria, housekeeping, guest houses, etc.
- Well versed with Organizations and its terminologies - Accounting, Administration, Management, Customer Service, Human Resources, Invoicing, Project Management, Budgeting, Marketing, Business Strategy, Change Management, Event Management, Public Relations, Etc.

### Key Skills

- Decision-making - Able to make well-informed decisions about workplace problems or procedures. Possess good leadership traits that generate responsible actions to problem-solving.
- Team-oriented – Being team oriented, responsible for the upkeep of an entire workplace and its employees, focused on the needs of others to achieve a collective goal.
- Written and oral communication - Excellent communication skills, communicating with suppliers, customers and department heads. Responsible for communicating messages between parties.
- Detail-oriented - Being detail-oriented and organized can complete multiple tasks.
- Budgeting - Ordering office supplies to maintain an effective work environment. Being able to set a budget and stick to it.
- Microsoft Office Suite - Being familiar with computer software programs, good email etiquette, an ability to use Excel as a tool for entering budget information into a spreadsheet format and a proficiency in using Microsoft Word to create memos and workplace documentation.

### Career Summary

#### Jan 22 – Till Date – Nirmat Ads - Manager

**Outline:** Coordinating for business development. Drafting communication for outstanding payment dues from various agencies. Look out for new business opportunities and projects for the company. Taking care of various miscellaneous business requirements in the interest of the company.

#### March 21 – November 21 - Edutech NTTF, MNTC, Murbad - Senior Admin Officer Cum Warden

**Outline:** Carried out day to day administrative activities like admissions of students through software, managed office administration, coordinated with teaching and non-teaching staff for smooth functioning of college and hostel. Took care of the hostel along with periodical maintenances of equipment, pest control, inventory stock, cleanliness and hygiene, discipline & counselled hostellers, maintained canteen facility, prevented of food wastage.

### Key responsibilities:

- Admissions process viz, entrance exams, hall tickets, etc. for admission of students to various courses.
- Inventory Management for 100% correctness.
- Hostel management.
- Hostellers Discipline, Counselling & Motivation.

- Communication with external and internal agencies for smooth functioning of college and hostels.
- Keeping records of students' documents, office communication.
- Coordination with a doctor for students' medical issues.
- Team member of promotional activities for new admissions of students.
- Reporting of Covid-19 patients and tracking of vaccination of students and staff – 100% tracking.
- Streamlining of administrative processes and aligning it with ISMS audit standards.

**June 17 – February 18 - Aparajitha Corporate Services Pvt Ltd, Navi Mumbai - Deputy Manager Personnel**

**Outline:** First implementation meetings were organized with clients for understanding the new compliance requirements and their current status, compliance activities were initiated in accordance with priorities and the statutory work compliance timeline. Internally coordinated to create new client code and issued the customer compliance package for getting the client's 100% compliant.

**Key responsibilities:**

- Coordination for Labour Compliances of more than 20 customers having 700 branches in India.
- Handling group composed of coordinators of companies and team leader.
- Review periodically customers' compliance status.
- Conduct preliminary meetings for negotiation with new clients, considering the nature of the agreement covering labour regulations.
- Responsible for evaluations, management, scheduling, hiring, etc. of team members and motivating / reviewing teams to produce desired results in a specified time.
- Responsible for receiving customer service charges on time after timely delivery of MIS / Data consolidations.

**August 12 – February 16 - Raymond Limited, Mumbai - Manager Administration**

**Outline:** Coordinated with Municipal Office primarily for taking different compliance certifications across 3 properties at Mumbai & Pune, attended unwanted intrusion of properties on footpaths by drug peddlers. Managed Rs.50,000/- petty cash at all times and replenished it on 100% daily through Accounts department.

**Key responsibilities:**

- Liaison with Police Station officer for the smooth functioning of property activities, in particular seeking required permits, additional vehicle parking, etc., maintenance of the Transportation Fleet, their maintenance, insurance, records, etc.
- Overall responsibility for administrative tasks, including management of facilities, training, security, essential services, management of events, etc. Petty cash management, income / expense, keeping accounts.
- Recruitment, appraisals and payroll administration for around 50-60 Grade II to IV workers in various locations in and around Mumbai.
- Management of assets and facilities to ensure adequate accounting, storage and repair, contract management and review of existing and new contracts and agreements.

**April 10 – August 12 - B&K Securities Pvt Ltd, Mumbai - Manager Administration**

**Outline:** Managed facilities at 3 different locations with 100% employee satisfaction ratio. Streamlined the administrative processes and implemented efficient policies, resulting in a 30% reduction in operational costs. Successfully managed the vendor selection and contract negotiations, resulting in a 15% reduction in costs. Developed and implemented safety policies and procedures that increased compliance with safety regulations by 25%.

**Key responsibilities:**

- Coordinating with the board of power, local governing bodies.
- Formulating SOPs for smooth administration and documents for compliances.
- Total building maintenance responsibility for three facilities.

**August 08 – October 09 - FIS Global (E-Funds Int'l), Mumbai - Assistant Manager Facilities & Admin**

**Outline:** As a shift in charge, controlled Cafeteria (Hygiene), Transportation (Rostering & Routing), coordinated for maintenance & repairs, Electro-mechanical (periodic maintenance, checklists), House Keeping (briefings & training), Security (daily briefings safety policies) and MIS. Coordinated office activities and managed contract staff, ensuring seamless operation. Managed the procurement of office supplies, furniture, and equipment. Assisted in the preparation and management of the annual budget, resulting in better cost management.

**November 05 – Sep 07 - Tricom India Limited, Mumbai - Manager Administration**

**Outline:** Formulated admin SOPs in accordance with ISO documentation for compliances. Took care of all international client visits for their hospitality, hotel, sightseeing, transport, etc.

**February 89 – April 05 - Indian Air Force – Senior Non-Commissioned Officer (Sergeant)**

**Outline:** Trained in military as applicable to combatant airmen, including foot ceremonial drills, small arms training and physical training. Trained in English and Hindi on general service information and languages. Framed different communication methods, safety classifications, drafted letters and signal messages. Knowing of Air Force rules and regulations, standing orders and regular directives used.

**Education/Qualifications & Certifications**

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- PGDBA – HR (2012) – Welingkar Institute of Management Mumbai
- SAP-HCM Germany Certified (2007) – Siemens Institute Mumbai
- Master of Arts (Sociology) (2005) – Osmania University Hyderabad
- Export Import Management with Global Marketing - Aaronica Global EXIM Pvt. Ltd.

**Skills:**

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- Strong leadership and people management skills.
- Excellent problem-solving and decision-making skills.
- Proficient in Microsoft Office Suite.
- Knowledge of payroll processing, benefits administration and HR policies.
- Ability to work under pressure and prioritize tasks efficiently.

**Accomplishments**

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- Selected as Guard of Honour contingent in the Indian Air Force to represent Rashtrapati Bhavan in 1990.
- Selected to serve with the National Defence College, Ministry of Defence / Interaction with military officials from 30 plus countries in 1996.
- Selected to serve with Air Headquarters, Min of Def, 2005 for special duties.
- Awarded 'Certificate of Excellence' 2 times at FIS – "Jul-Sep 2008" & "Jan-Mar 2009".

**Personal Details**

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- Date of Birth: 19th August 1971.
- Marital Status: Married.