



### Capt. Abhijeet R Mane

A thorough professional with high caliber, work ethic and capability to manage multiple functions with vision & foresight; proactive and team-oriented with proven acumen to lead diverse & large teams using strong organizational skills, targeting assignments in **General Administration, Operations, Security, Facilities, Liaison, Procurement & Infrastructure.**

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## Professional Snapshot

- ✓ **An Indian Army Veteran with 26+ years in General Administration, Facilities Management, Asset Management, HRM, Infrastructure, Operations, Purchase-Procurement, and Security Administration in the Corporate and Defence sector**, having significant Military & Private Man Management experience.
- ✓ Exceptional **liaising abilities** across hierarchical levels emulating the concept of Global Working Relationships in coordinating with the local police, Municipal Bodies, labour unions, as well as statutory/ regulatory bodies for smooth execution of day-to-day activities.
- ✓ Outstanding **Project Management** abilities with demonstrated capacity to guide and inspire teams and expertise in client coordination, project transition, implementation, and operations.



## Military Experience

The Indian Army

**Captain** - Mar 2000 to Sep 2003

**Lieutenant** - Sep 1998 to Mar 2000

**2nd Lieutenant** - Sep 1996 to Sep 1998

- ✓ Partook in Operation Vijay (Kargil War) – 1999 & Operation Parakram – 2001-02 being responsible for Equipment Management, Training & Active Operations at the Regimental level
- ✓ Showcased expertise in Security and Intelligence with specialization in Z Security; deputed with Sh. George Fernandez as Officer In-charge of Close Protection Team during Operation Parakram, Feb 2002
- ✓ Expertise in Armoured Fighting Vehicles (tanks) and automobiles, being part of a Technical Wing of the Indian Army
- ✓ Served along the Line of Control (LoC) in the active Counter-Insurgency (CI) environment and performed duties of internal security in many states from 1999 to 2002
- ✓ Handled Security Operations & Surveillance, Logistics, Equipment Management, Troop Administration, Training & Recruitment
- ✓ Entrusted with Procurement & Purchase of Technical Equipment, Stores & Expendables



## Notable Achievements

- ✓ Actively partook in both Operation Vijay -1999 & Operation Parakram 2001-02
- ✓ Grant of licenses for the manufacture of Inj. Remdesivir and Inj. Amphotericin B, both critical drugs in the treatment of Covid-19 and Mucormycosis
- ✓ Heading the Admin & Infra Dept. at Bajaj Allianz Life Insurance Company Corporate Office, Rolling Out 300 new premises and supporting a total of 1100 offices for branch admin & simultaneously managing the H.O facility spanning two premises, 1600 staff, eight floors and 180,000 sq. ft
- ✓ Played a pivotal role at SALS from being a core group member for setting up and commissioning of Greenfield project right up to Licensing, Commercial Production & Export Operations

## Chief Deliverables Across Assignments

### **General Manager Administration & Support Services| Aditya Birla Science & Technology Co. Pvt. Ltd | Navi Mumbai**

**Oct'22 – Present**

- ✓ Plan and coordinate administrative procedures and systems and devise ways to streamline processes across functions and businesses for over 500 employees spread over the 21 acre premise and over 400,000 sq ft
- ✓ Oversee facilities services(Housekeeping, MEP, HVAC, BMS, Utilities), maintenance activities, parking, transport & security function
- ✓ Undertake and oversee civil projects from commencement to completion for Admin function as well as businesses
- ✓ Purchase/Procurement of new equipment/material with attention to budgetary constraints & monitor inventory of office supplies
- ✓ Vendor empanelment, documentation, negotiations and cost control
- ✓ Monitor costs and expenses on real time basis to assist in budget preparation
- ✓ Liaison with the Police, Statutory authorities and other stakeholders to ensure smooth running of operations
- ✓ Oversee cafeteria operations including hygiene, sanitation, nutrition, variety & value for money
- ✓ Ensure Audio Visual equipment provision, functionality and support across cabins, meeting rooms, training rooms and auditorium
- ✓ Work in close coordination with EHS team on ETP/STP, safety, health and environment related compliances
- ✓ Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- ✓ Organize and supervise other office activities (recycling, renovations, space allocation, event planning etc.)
- ✓ Ensure operations adhere to policies, regulations & statutory compliances including timely payment of dues
- ✓ Feed forward MIS, Reports & Returns periodically to Aditya Birla Management Corporation Ltd.(ABMCPL) H.O
- ✓ Keep abreast with all organizational changes and business developments
- ✓ Assess contract staff performance and provide coaching and guidance to ensure maximum efficiency
- ✓ Upkeep & cleanliness of the open areas, lawns, plantation, landscaping & horticulture.

### **Head Operations (Gen Admin & Facilities)| NL Dalmia Group| Mumbai**

**May'21- Sep'22**

- ✓ Heading Operations for Colleges, School, Management Institute, Offices, Academy & Facilities of the group spread across various parts of Mumbai for a total of 5000 personnel including students, staff, faculty & outsourced staff
- ✓ A vital cog in the Core Leadership wheel contributing to & being instrumental in key decision making
- ✓ Overseeing & implementing Admin support & Security across all facilities, schools, colleges, academy & offices
- ✓ Formulating & implementing Gen Admin, Security, Facilities Management, Marketing, Hostel, Maintenance, Construction & Real Estate related policies & SOPs for the group
- ✓ Playing a pivotal role in identifying, negotiating, documentation and finalizing real estate deals for expansion plans of the group, be it purchase, lease or rental in conjunction with the Legal Dept
- ✓ Driving all purchase & procurement functions regarding Roll Out/construction/interior décor, machinery, stationery, office equipment, raw material and maintenance related stores
- ✓ Major focus on campus modernization
- ✓ Setting up, upkeep and maintenance of Student Hostels & hiring of additional accommodation in bulk (flats) and subletting the same to students on a contractual basis including agreements, renewals & their security
- ✓ Working closely with IT team w.r.t IoT implementation, surveillance, monitoring, access control & biometrics
- ✓ Overseeing Admissions team including liaison & coordination with AICTE, Mumbai University & other statutory bodies for smooth admission process & running of various programmes offered by the group
- ✓ Liaison with local Corporators, civic body officials, police, power companies, fire brigade and Bhaktivedanta Hospital
- ✓ Playing a key role by being the Chairperson/member on various committees
- ✓ Overseeing all travel, ticketing, accommodation & visa requirements of Management Staff, Faculty & Teachers
- ✓ Maintaining & generation of MIS for all of the above functions within the purview of the Operations Department

### **Director-Administration, FM & Procurement| Shree Anand Life Sciences Ltd. | Mumbai**

**Nov'11 – Apr'21**

- ✓ Facilities Management, General Administration, Man Management, Procurement & Sourcing, Event Management, Contract Management,
- ✓ Liaising, Logistics and Exports
- ✓ Heading Plant & Corporate Admin & Security covering two cities, three locations, 2.50 lac sq. ft .and over 500 personnel

- ✓ Formulation & implementation of all Gen Admin, Security & Facilities Management related policies & SOPs across all locations
- ✓ Spearheading the entire gamut of operations pertaining to the purchase & procurement of equipment, machinery, stores, raw material, utility spares, stationery and office supplies
- ✓ Responsible for man management, employee engagement, rewards and recognition & employee welfare
- ✓ Leading the EHS team to ensure Firefighting, ETP, safety, security & housekeeping functions are well oiled & smooth
- ✓ Liaising with Government agencies, inspectors of factories & boilers, KSPCB, Drugs Control Dept & DIC officials
- ✓ Overseeing & directing all operations related to Guest Houses, Transportation, Travel, Accommodation & Cafeteria, domestic & international courier & logistics operations
- ✓ Ensuring all relevant utilities viz HVAC, DGs, Power & Water are serviceable & available at max output at all times
- ✓ Ensuring timely generation of Management Information Systems (MIS) through immaculate record-keeping, formulation of the annual budget for the department and ensuring adherence to the same
- ✓ Handling Vendor empanelment, management, negotiations, AMCs & adherence to SLAs



## Prior Experience

- ✓ **Mahindra Navistar Engines Pvt. Ltd., Pune** - Sep 2008 to Feb 2011  
Head –Administration
- ✓ **Bajaj Allianz Life Insurance Company Ltd., Pune** - Dec 2005 to Aug 2008  
Sr. Manager (Admin & Facilities)
- ✓ **Convergys India Services Pvt Ltd., Pune** - Dec 2003 to Dec 2005  
TL- Assets/ Asst. Manager Admin
- ✓ **The Indian Army** - Oct 1996 to Sep 2003  
Captain (Technical Adjutant, Squadron 2iC) Military Operations, HRM, Purchase, Admin & Logistics



## Key Projects

- ✓ **Greenfield Project- Nov 2011 to Aug 2014**  
**Company - Shree Anand Life Sciences Ltd** From setting up and commissioning right until Licensing, Commercial Production & Export operations. Excavation to the erection of the Pre-Engineered Building (PEB) structure. Cleanroom partitions and PUF panels for classified areas. Epoxy flooring and Vacuum Dewatered Flooring (VDF) as required zone-wise. Complete set up of Effluent Treatment Plant (ETP), Cooling towers, Diesel generators and Hydrant system. 430 TR dedicated for HVAC set up with HEPA filters and room classification with Variable Frequency Drives(VFDs) installed to optimise power consumption & incur savings.  
⇒ **Outcome** – State of the art infrastructure and machinery manufacturing all types of injectable formulations under one roof. Got the GMP and WHO certification in the first go. Set up is in accordance with international manufacturing standards due to which export orders were for the taking from year- contract manufacturing tie-ups with pharma majors like Biocon, Flamingo and Dr Reddy's labs.
- ✓ **Centralised Processing Unit - Dec 2005 to Feb 2006**  
**Company - Bajaj Allianz Life Insurance Co Ltd.(BALIC)** Set up, commissioned & operated a new Centralized Processing Unit (CPU) for Policy Underwriting, Printing & Dispatch. Drafted and formalized legal documentation, commercials, amenities agreements & property acquisition. MEP, HVAC and fit-out of entire 44,000 sq. ft. office area to a plug and play stage in 06 weeks flat. All soft services- café, parking, security, housekeeping, mailroom, power back up, waste management etc. rolled out in an additional 02 weeks.  
⇒ **Outcome** – Sold the highest number of policies by any private life insurance company ever in India in one financial year and BALIC topped the charts as the No.1 insurer.
- ✓ **Transport Operations - Nov 2003 to Dec 2005**  
**Company - Convergys India Services, Pune** Establishment of a new facility at RMZ Westend in Aundh and relocation from Suma Centre in Kothrud, Pune. Transport operations were expanded from 14 people, one shift, and four cabs to 1300 personnel, 88 cabs, and six separate shifts. Ensured 98.9% on-time pick-ups and arrivals, as well as 96% client satisfaction. Maximum fleet utilisation by assuring correct charting of staff addresses, routing, and back-to-back pick up and drops.  
⇒ **Outcome** - Brought down the number of cabs from 100 plus to 80 odd and incurred huge savings for the organization, both in terms of time and money



## Education

- ✓ Bachelor of Arts in English (Hons.) from Shivaji University, 1996.
- ✓ PG Diploma in Business Administration (Specialization-Human Resources) from Symbiosis, Pune, 2004.



## Certifications

- ✓ PG Certificate in Heavy Vehicle (Tank) Technology, University of Pune, 1998.
- ✓ PG Diploma in Automotive Technology, University of Pune, 2000.
- ✓ Certification in Security Management & Fire Safety from IISM, Chennai, 2007.



## Overall Skill-stack

- ✓ **Professional Skills:** General Administration, Facilities Management, Asset Management, HRM, Operations, Purchase -Procurement, Security Administration, Man Management, Recruitment, Succession Planning, Workforce Governance, Infrastructure Development, Project/Process Management, Maintenance, Landscaping, Vigilance & Intelligence, Threat Assessment, Workplace Safety, Contingency/Crisis planning & Risk Management, Crisis Management, Vendor Management, Vendor Negotiation, Equipment Management, Troop Administration, Training.
- ✓ **Personal Skills:** Leadership, Motivation, Grooming & Team Development, People Management, Relationship Management, Cross-Cultural Sensitivity, Negotiation, Analytical & Coordination Skills, Liaising Abilities.



## Personal Minutiae

- **Date of Birth:** 26 February 1975
- **Languages Known:** English, Hindi, Marathi. & Punjabi
- **Address:** Flat No. A -203, Lunkad Orchids, Viman Nagar, Pune- 411014.

Place: Mumbai

**(Abhijeet R Mane)**

Date: Jul 2023

**Captain**