


<b>Position Sought</b>	Manager – Land & Liasoning, H.R & Admin	
<b>Career Objective</b>	A dynamic & competent professional with around 19 years diversified experience in managing land acquisition & Management and liasoning, coordination, H.R and office Administration.	
<b>PERSONAL INFORMATION</b>		
<b>Name:</b>	Sanjay Kumar Yadav	
<b>Birth Date:</b>	20 <sup>th</sup> November 1978	
<b>Gender:</b>	Male	
<b>Nationality:</b>	Indian	
<b>Marital Status:</b>	Married	
<b>Contact Information:</b>		
<b>Email:</b>	<a href="mailto:yadavsnehal1212@gmail.com">yadavsnehal1212@gmail.com</a> <a href="mailto:sanjayi78@yahoo.co.in">sanjayi78@yahoo.co.in</a>	
<b>Mobile:</b>	8850566609	
<b>Address:</b>	Room No. 18/16, Sonu Bhoir CHS, New Laxmi Nagar, Sant Kabir Marg, Konkani Pada , Dahisar (E), Mumbai- 400068	
<b>PROFESSIONAL EXPERIENCE</b>		
1)		
<b>Designation:</b>	Manager – Land and Liasoning	1) June 2002 to December 2019.
<b>Organization Name:</b>	Ecohomes Constructions Pvt. Ltd	

<b>Company Industry:</b>	Real Estate Development
<b>Job Role:</b>	Land Acquisition & Management Liasoning & Co-ordination and Office Administration
<b>Location:</b>	Goregaon (E)
<b>City:</b>	Mumbai
<b>Organization profile:</b>	Ecohomes is service and quality driven company managed with honesty and integrity, promoting the construction of homes and real estate using eco – friendly technology, leading to sustainable development and conservation of nature resources. Ecohomes brand has been well received and commands a premium.
<b>Work Description:</b>	<ul style="list-style-type: none"> <li>&gt; Co-coordinating with the acquisition department for the acquisition and management of land involved in :</li> <li>&gt; Providing inputs on new acquisition and working together to negotiate terms of Agreements .</li> <li>&gt; Reviewing and interpreting Municipal comprehensive plans and zoning regulation.</li> <li>&gt; Managing the preparation and approval of all entitlement documents.</li> <li>&gt; Handling the liasoning activities , coordination with various departments related to the state Government.</li> <li>&gt; Mediating with state Govt. departments and regulatory authorities for obtaining necessary sanctions /approval and ensuring compliance with various statutory obligations.</li> <li>&gt; Handling all original Deed of Conveyances , Sale Agreements , Power of Attorney and Memorandum of Understanding and others original documents.</li> <li>&gt; Handling legal documents after Land Acquisition and Registration from various vendors.</li> <li>&gt; Handling the Registration of all Sale Agreement, Deed of Conveyance, and others related documents.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Handling the property Tax, Water dues, N. A. Tax, PCO and Others relevant activity.</li> <li>&gt; Co-coordinating with Architect for obtaining /approval And ensuring compliance with MCGM and Revenue Department. <ul style="list-style-type: none"> <li>➤ Co-coordinating with vendors , contractors for the land related activity.</li> <li>➤ Handling the all compliance for IOD , CC, further CC, OC for the project and prepare the all documents for the same.</li> <li>➤ Handling administrative activity for the office and project office and land property tax, Water Bills, N.A. Tax , Assessment of Property, PCO, Fire, Shops &amp; Establishment, Electricity and Others.</li> <li>➤ Handling daily activity in Admin department for CCTV camera, Telephone, Security, Biometric, Security Guards, House Keeping , Stationery , Internet Services, etc</li> </ul> </li> </ul>
<b>PROFESSIONAL EXPERIENCE</b> <b>2)</b>	<b>June 2021 to till date</b>
<b>Designation:</b>	Manager – H.R & Admin
<b>Organization Name:</b>	Universal Multispeciality Hospital
<b>Company Industry:</b>	Hospital
<b>Job Role:</b>	H. R and Admin
<b>Work Description:</b>	<ul style="list-style-type: none"> <li>➤ Forming and maintain employee records, updating databases internally, such as sick and maternity leave.</li> <li>➤ Preparing and amending where necessary HR documents i.e. employment contract and recruitment guides.</li> <li>➤ Handling daily income and expenses of the hospital and planning of cash flow.</li> <li>➤ Appointments of Doctors, Consultants, ROM's, Nurses, House Keeping Staffs , Security and keeping records.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Reviewing and renewing companies policies and legal compliance.</li> <li>➤ Communicating with external partners and fixed the meetings.</li> <li>➤ Reporting regularly to partners on HR metrics , such as company turnover.</li> <li>➤ Being the first point of contact for employee on HR related queries.</li> <li>➤ Assisting with payroll by providing the department with relevant employee information, i.e. holidays, sick days, maintaining leave records.</li> <li>➤ Handling administrative activity for the Hospital and office and Hospital property tax, Water Bills, N.A. Tax , Assessment of Property, PCO, Fire systems, Shops &amp; Establishment, Electricity and Others.</li> <li>➤ Handling daily activity in Admin department for CCTV camera, Telephone, Security, Biometric, Security Guards, House Keeping , Stationery, Internet Services, Generator etc</li> </ul>
<b>Location:</b>	Nalasopara, Vasai
<b>City:</b>	Palghar
<b>Education</b>	
<b>Institution</b>	Mahatma Gandhi Kashi Vidyapith, Varanasi.
<b>Degree</b>	B. A
<b>CAREER LEVEL</b>	

<b>Career level:</b>	Mid Management.
<b>Notice Period to work:</b>	One Month
<b>Last Annual Salary:</b>	
<b>Employment Status:</b>	Employed
<b>SKILLS:</b>	
	<ul style="list-style-type: none"> <li>&gt; Have good interpersonal skills and zeal to learn new things.</li> <li>&gt; Good conceptual skills.</li> <li>&gt; Problem solving capabilities.</li> <li>&gt; Maintain a positive attitude in the face of changes in work Assignments or conditions.</li> <li>&gt; Possess strong leadership, team building, and supervisory skills.</li> <li>&gt; Strong written and verbal communication skills.</li> </ul>
<b>Languages:</b>	English, Hindi, Marathi.