

SANJAYA KUMAR PARIDA

SENIOR PROFESSIONAL: FACILITIES MANAGEMENT | OPERATIONS |
ADMINISTRATION



+91-8880992978



Bengaluru



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PERSONAL PROFILE

An articulate leader targeting senior assignments in **Facilities & Operations Management | General Administration** with an organization of high repute for mutual growth, preferably in **Bengaluru**.

CORE COMPETENCIES

Asset & Infrastructure Management

Operations & Maintenance

General Administration

Staff Management & Coordination

CAPEX & OPEX Budgeting

Cost optimization

Vendor Management

Procurement & Inventory
Management

Event Management

Employee Management

Stakeholder Management

SOFT SKILLS

Motivator

Team-Builder

Innovator

Planner

Thinker

PROFILE SUMMARY

- Result-driven professional, offering **over 13 years** of cross-functional & rich experience in **Pan India Facility Management, Administration, Operations, Office Management and General Administration** across Indian MNCs, Information Technology, Startups, E-Learning, Logistic & Corporate Relate Estate sectors
- Expertise in **overall infrastructure and site facility management** involving housekeeping, travel, canteen, safety & security, back office-front office, tenants-landlords and contract management
- Skilled in **directing, coordinating and planning essential services** such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling
- Built strategies for new real estate **project launch** with cross-functional coordination with **internal /external stakeholders**; developed and leveraged strong relationships with **key decision-makers**
- Experienced in management of **facility expansions and development of new facilities** with effective manpower management skills
- Qualitative experience in **steering operations, executing new-office set-ups**, managing recruitment/human resource and controlling finance & budget
- Proven success in **planning best allocation and utilization of space & resources** for new buildings, or re-organizing of current premises
- Efficient communicator & collaborator with **excellent knowledge of MS Excel**; possess good **analytical and decision-making skills** for resolving customer queries without delay

NOTABLE ACCOMPLISHMENTS ACROSS THE CAREER

- Successfully **reduced the company cost** during the pandemic period and **saved around INR 8 crores in 2020-21**
- Directed the **office set-up for around 60 offices, PAN India** with very minimal timeline and best price in 2018-19
- Led the **set-up of individual studio & office at the employees house** with the necessary infrastructures for work from home culture
- Supported the employees** with the necessary requirements (oxygen cylinder, medical support, and required transportation to their doorstep) who were affected by the Covid-19
- Restructured the corporate office with **best infrastructure set up and best price** in 2016

WORK EXPERIENCE

Aug'15-Feb'22 | Bengaluru

Vedantu Innovation Pvt. Ltd as Senior Manager Administration & Operations in Pan India

Jul'14-Jul'15 | Bengaluru

Gati KWE Limited as Senior Administrative (South Zone)

Nov'12-Jul'14 | Bengaluru

IntSemi Technologies Pvt. Ltd. as Senior Administration Executive

Dec'08-Nov'12 | Bengaluru

BridgeCo Technologies Pvt. Ltd. as Admin. Executive

EDUCATION

MBA (Operations & Product Management) | SGVU University | Rajasthan

Bachelor of Arts | Utkal University | Orissa

AWARDS & ACCOLADES

- ▶ Promoted as **Best Senior Manager Administration & Facilities of the Year in 2021** at Vedantu Innovations Pvt Ltd
- ▶ Promoted as **Best Admin & Facilities Manager of the year in 2019** at Vedantu Innovations Pvt Ltd
- ▶ Awarded as a **Best Performer of the Year, 2014** at Gati KWE Limited

PERSONAL DETAILS

Address: No-16/111, ITI Layout, Hosapalya, Bengaluru, KA, 560068

Languages: English, Kannada, Hindi

Date of Birth: 23rd July 1987

Key Result Areas:

- ▶ Providing strategic leadership for driving end-to-end Infrastructure, Operations & Facility administration functions across the India
- ▶ Monitoring space management for offices across India
- ▶ Governing commercial activities like company lease deed & registration while managing cost control and ensuring timely implementation of the project
- ▶ Supervising activities related to the maintenance & upkeep of all offices and providing leadership & direction in all areas of employee services best practices along with implementation of various programs and initiatives
- ▶ Enhancing company profitability by controlling costs, cultivating high-margin opportunities and driving various automation & process improvement initiatives
- ▶ Administering environmental, health safety & security standardization in daily operationally for PAN India
- ▶ Organizing Travel, Accommodation, Transportation, Visa Process and Conference/ Presentation/ Event/ Official get together/ Parties
- ▶ Steering operations for new joiner's on-boarding & employees exit clearance process
- ▶ Analyzing the KPIs of the vendor once in every 6 month while leading vendor management & development
- ▶ Implementing various policies and procedures as per Standard Operating Procedures (SOP) of the facility
- ▶ Effectuating structural changes in the Admin. Team keeping long term impact in mind
- ▶ Controlling & monitoring Annual Budget, Budgetary Controls, Capex & Opex for efficient operations and policy implementation; supervising procurement while managing PO & Work Order
- ▶ Spearheading whole project which includes, UPS, HVAC, Fire Protection, Access Control, CCTV and PA Systems
- ▶ Ensuring employees safety, in case of fire evacuation and moving to the safe zone
- ▶ Preparing monthly GNA & Rent Provision across India & connecting to the Accounts Team; collecting the monthly Rent & GNA invoices from respected vendors and verifying all the invoices with the accounts for the payment
- ▶ Collaborating with Statutory Government Bodies, Authorities and Policy for ensuring smooth administration of plant & project