

**Mangesh Gaikwad**

203, Maitrichhaya Apartment, Manipada,
Vidyanagari, Kalina, Opp. Mumbai University,
Santacruz (East), Mumbai – 400 098.



8082796682



mangeshg117@gmail.com

CAREER OBJECTIVE:

To work in a progressive organization that incorporates varied spectrums of work & diversity endows consistency, competency & expertise in professional as well as social spheres, enabling collective excellence and technical growth, personal fulfilment with a welcome attitude for new ideas and concepts to enhance the overall growth of the organization.

CURRENT JOB PROFILE

09th March 2016 Till Date:

Tata Consultancy Services Ltd., Mumbai, India.

Administrative Assistant

Transport Lead

Experienced Transport Team Lead with a proven track record of managing 140+ buses, 8000+ associates, and 26 routes. Skilled in optimizing logistics, enhancing safety standards, and driving operational efficiency. Strong leadership abilities and a strategic mindset to exceed performance targets and deliver results.

- Collaborating with clients to comprehend their needs and provide tailored vehicle recommendations.
- Coordinating with the Transportation team to devise efficient transportation plans and strategies.
- Analyzing customer requirements and proposing appropriate vehicle specifications.
- Enforcing adherence to safety protocols and Transportation department SOPs.
- Overseeing transportation budgeting, invoicing, and purchase order updates.

ADMIN RELATED ACTIVITIES

- Implementing and managing office services through effective administrative systems and procedures, while overseeing administrative projects.
- Ensuring meticulous maintenance of all documents, including vendor contracts, annual maintenance contracts (AMCs), transport-related records, and administrative paperwork.
- Streamlining maintenance operations, scheduling both corrective and preventive maintenance, and preparing comprehensive MIS reports for senior management review.
- Liaising with authorities, monitoring vendors and contractors to ensure compliance with regulatory standards, and maintaining necessary paperwork.
- Managing inventory of maintenance supplies, proactively anticipating needs, and expediting orders to maintain optimal stock levels.
- Demonstrating strong communication skills and adeptly interacting with individuals at all organizational levels, including management, employees, and external stakeholders.
- Facilitating coordination among various vendors and departments such as HR, IT, and Finance to ensure smooth administrative operations.

Cafeteria Management and General Procurement System

- Securing management approval for quarterly guest bills and canteen supplies budget and managing the processing through GPS.
- Handling conference room bookings and coordinating arrangements for client visits and internal meetings.
- Maintaining a register of client visits and submitting it to the Project Management Office (PMO) on a weekly basis. Managing GPS Request Module for procurement needs including electrical, housekeeping, CCD materials, medicine, and miscellaneous items, as well as capital and operating expenditure requests.
- Tracking invoice processing, tracing payments, and managing asset acceptance procedures.
- Coordinating with vendors for Purchase Order Number Changes (PNCs) to ensure smooth operations.

SECURITY RELATED ACTIVITIES (Honeywell Security Systems)

- Conducting live monitoring and reviewing recorded CCTV footage in coordination with security personnel. Organizing monthly CCTV drills to ensure system functionality and staff preparedness.
- Issuing access cards to contractors, current employees, and new hires, facilitating secure premises access.
- Compiling EBI checklists and collecting requisite details for compliance purposes.
- Supervising Electronic Security Systems and EBI systems to ensure organizational safety and efficiency.
- Uploading CSV files and generating corresponding reports for data management purposes.
- Enabling authorized user access through Biometric Access Control Systems by providing thumb access permissions.

SYSTEMS WORKED AND CURRENTLY WORKING ON: -

- **Ultimatix System** - for procurement, bill forwarding, and POS/WOS issuance.
- **Knowmax System** - For Office seat tracking.
- **ITIL Based Process** – for Change Requests (CR), Ticket system management, handling administration tickets, and assigning tasks based on the Escalation Matrix.
- **Sofi** – For updating the **HSE (Health and Safety Environment)** Documents and keeping the track of all the activities related to HSE.

CAREER SNAPSHOTS: -

- Presently employed at Tata Consultancy Services since March 9, 2016.
- Served as an Admin Assistant at Genius Consultants Limited from February 2, 2009, to March 8, 2016.
- Held the position of RCTO/Administration at TeamLease Staffing Solutions, deployed at Tata Consultancy Services Ltd., from January 15, 2007, to January 31, 2009.

SKILLS:

- Organizational and time management abilities
- Leadership qualities
- Strong communication skills
- Problem-solving capabilities
- Teamwork and collaboration
- Computer proficiency
- Adaptability to change
- Customer service orientation

PROFESSIONAL QUALIFICATION:

- Pursuing Law Last Year (A.Y. 2022 – 2024)
- Master's in Arts- Sociology from Mumbai University - 2022
- Bachelor of Arts (B.A) from Mumbai Board – 2012

CERTIFICATIONS:

- Project Management
- Fire Safety Awareness
- Business Analysis Foundations: Competencies
- Time Management for Managers
- Information Security Awareness

OTHER CURRICULAR ACTIVITIES & ACHIEVEMENTS:

- Represented College and University at Zonal and National Level in Drama, Dance and Group Song competitions.
- Represented College in Football in the inter-collegiate junior football tournaments.
- Appointed as an “Asst. Choreographer” for the “1st Afro Asian Games 2003” held in Hyderabad.

HOBBIES:

I am passionate about a variety of sports and thrive on adventurous activities. I particularly enjoy playing football and cricket, alongside indulging in music. Additionally, I find joy in trekking and discovering new destinations.

PERSONAL DETAILS:

Date of Birth : 07th May 1981
Passport Details : Passport No. Y 9451822
Expiry Date : 26th October 2033
Languages Known : English, Hindi, Marathi and Gujarati

Place: Mumbai
Date :

Sd/-
Mangesh.P.Gaikwad