

**Kiran Patil**  
**Mumbai, Maharashtra, INDIA**  
**Contact: 9819135050, E-mail: patilkiran025@gmail.com**

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**Career Objective:** Seeking a role where I can utilize my conflict-resolution and mediation skills to lead maintenance teams, build relationships with residents, and increase occupancy rates..

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**Professional History:**

**1) Pittie Group – Vaibhav Chambers (BKC) (From May 2023 till date)**

**Role: Building / Admin Manager**

**Job Responsibilities:**

- Keeping statistical and financial records
- Maintaining customer service standards
- Undertaking administrative tasks
- Managing budgets
- Dealing with enquiries, complaints & emergencies.
- Recruiting, training and supervising staff
- Overseeing the selection and requisition of materials for the site.
- Communicating with clients and their representatives (architects, engineers, and surveyors), including attending regular meetings to keep them informed of progress.

**2) Amara Lodha Cluster 8 -Intense Integrated Solution (From May 2022 till April 2023)**

**Role: Property Manager**

**Job Responsibilities:**

- Keeping statistical and financial records
- Maintaining customer service standards
- Undertaking administrative tasks
- Managing budgets
- Dealing with enquiries, complaints & emergencies.
- Recruiting, training and supervising staff
- Overseeing the selection and requisition of materials for the site.
- Communicating with clients and their representatives (architects, engineers, and surveyors), including attending regular meetings to keep them informed of progress.

**3) Transcon Skycity Tirumala Habitats**

**(From Dec 2020 till April 2022)**

**Role: Property Manager**

**Job Responsibilities:**

- Keeping statistical and financial records
- Maintaining customer service standards
- Undertaking administrative tasks
- Managing budgets
- Dealing with enquiries, complaints & emergencies
- Recruiting, training and supervising staff

- Overseeing the selection and requisition of materials for the site.
- Communicating with clients and their representatives (architects, engineers and surveyors), including attending regular meetings to keep them informed of progress

#### **4) Dosti Vasanta - Dosti Vihar**

**(From March 2017 till Month Nov 2020)**

**Role : Manager**

##### **Job Responsibilities:**

- Keeping statistical and financial records
- Maintaining customer service standards
- Undertaking administrative tasks
- Managing budgets
- Dealing with enquiries, complaints & emergencies.
- Recruiting, training and supervising staff
- Overseeing the selection and requisition of materials for the site.
- Communicating with clients and their representatives (architects, engineers and surveyors), including attending regular meetings to keep them informed of progress.

#### **5) Neelkanth Woods - Club House**

**(From 2012 till Feb month 2017)**

**Role: Club Incharge**

##### **Job Responsibilities:**

- Maintaining all fitness equipment
- Keeping statistical and financial records
- Maintaining customer service standards
- Undertaking administrative tasks
- Managing budgets.
- Dealing with enquiries, complaints & emergencies.
- Recruiting, training and supervising staff

#### **5) Ekveera Co-op hsg. society Ltd.**

**(From Jan 2011 to Dec 2012)**

**Role : Manager**

##### **Job responsibilities:**

- Day to day management of the site, briefing supervisor of several department.
- keeping statistical and financial records
- Maintaining client services standards
- Undertaking administrative tasks
- Managing budgets
- Dealing with enquiries & complaints

#### **6) Worked with Omkar Enterprises - Construction Business**

**(2 years)**

**Role: Site Supervisor**

##### **Job Responsibilities:**

- Day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors.
- Overseeing the selection and requisition of materials for the site.
- Managing, monitoring, and interpreting the contract design documents supplied by the client or architect.
- Overseeing quality control and health and safety matters on site.
- Resolving any unexpected problems that may arise at site.
- Ensuring that all materials used, and work performed are as per specifications.

- Communicating with clients and their representatives (architects, engineers, and surveyors), including attending regular meetings to keep them informed of progress.
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#### **Computer Proficiency:**

- Well versed with Microsoft software-WORD, EXCEL, POWERPOINT. (Information Technology and MS-CIT)
  - Hardware networking
  - Auto cad
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#### **Education:**

- **T.Y.B.com (2011)**  
R.A.DAV College Of Science Commerce and Arts, Mumbai
  - **HSC Examination (2008)**  
R.A.DAV College Of Science Commerce and Arts, Mumbai
  - **SSC Examination (2006)**  
Wani Vidyalay School, Maharashtra Board
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#### **Achievements in Sports:**

- Played volleyball from Thane district for Maharashtra state.
  - Played volleyball from Mumbai University.
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#### **Personal Information:**

- **Name:** Kiran A Patil
- **Date of Birth:** 20<sup>TH</sup> May, 1989
- **Address:** Patil House, Nahur Village, Nahur Road, Mulund West - 400080
- **Languages known:** English, Hindi and Marathi
- **Hobbies:** Playing volleyball, Badminton, travelling, surfing on net and cooking

**DECLARATION: I hereby declare that the above information are true and correct to the best of my knowledge and belief.**

**Mr. Kiran Arun Patil**