



Key Skills & work Summary

Asset Management	Procurement	Vendor Management
Facilities Management	Security management	Project Management
General Administration	Preventive Management	Liaising with govt Authorities
Event Management	Invoice Processing	Travel Booking & fleet Mgmt.

Current employer:-D.Navinchandra

Designation:- Ass. Admin Manager

Department:- Facility and administration department.

Reporting to:- Operation head

Duration:- April 2019 To till date.

- ★ Maintaining Asset records by ensuring proper tagging as per the books of records.
- ★ Implementing Asset module for purchase in align with CAPEX.
- ★ Vendor Management, heading the tie-ups for corporate deals.
- ★ Discuss SLA[service level of agreement] with vendors & preparing all the documents as per the company policies.
- ★ Working with IT team for IT procurements.
- ★ Maintaining MIS reports for administration department related [i.e. mobile deduction list & asset]
- ★ Preventive maintenance activity of HVAC, Electrical panel, photocopies machine, CCTV & fire extinguisher etc.
- ★ Coordinating with management team for infrastructure related requirements or any new purchases.
- ★ Finalising contract for services like housekeeping, security services, stationeries, packaging material for warehouse, telecom services providers, AMC vendors.
- ★ Over viewing the CCTV cameras to ensure the vigilance.
- ★ Handling general office administration work.
- ★ Heading projects for setting up new office / factory setup.
- ★ Negotiating with property owner for rates & requirements.
- ★ Take care of the pantry for food arrangement plus hotel & cab booking for senior level employees.
- ★ Heading the security management for Factory and corporate office premises.
- ★ Implementing administration policies and standard operating process.
- ★ Ensuring a smooth flow in terms of all the internal and external visitors to be given an appropriate identification card.[i.e. Guest cards, visiting employees card, contract staff card etc]
- ★ Keeping inventory of panty crockery, HK material, stationaries, printing stationaries etc..
- ★ Over viewing the CCTV cameras to ensure the vigilance.
- ★ Take care of office repair & maintenance [i.e. plumbing work, electrical work, etc.]
- ★ Dealing with Mathadi peoples

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Previous employer:-Nsi Infinium Global Pvt. Ltd. [Infibeam Avenues]

Designation:- Senior office administrator.

Department:- Facility and administration department

Reporting to:- Pan India Admin Head

Duration:- Oct 2016 To March 2019.

- ★ Maintaining Asset records by ensuring proper tagging as per the books of records.
- ★ Implementing Asset module for purchase in align with CAPEX.
- ★ Vendor Management, heading the tie-ups for corporate deals.
- ★ Discuss SLA[service level of agreement] with vendors & preparing all the documents as per the company policies.
- ★ Working with IT team for IT procurements.
- ★ Maintaining MIS reports for administration department related [i.e. mobile deduction list & asset]
- ★ Preventive maintenance activity of HVAC, Electrical panel, photocopies machine, CCTV & fire extinguisher etc.
- ★ Coordinating with management team for infrastructure related requirements or any new purchases.
- ★ Finalising contract for services like housekeeping, security services, stationeries, packaging material for warehouse, telecom services providers, AMC vendors.
- ★ Over viewing the CCTV cameras to ensure the vigilance.
- ★ Handling general office administration work.
- ★ Heading projects for setting up new office setup.
- ★ Negotiating with property owner for rates & requirements.
- ★ Take care of the pantry for food arrangement plus hotel & cab booking for senior level employees.
- ★ Heading the security management for warehouse and corporate office premises.
- ★ Implementing administration policies and standard operating process.
- ★ Ensuring a smooth flow in terms of all the internal and external visitors to be given an appropriate identification card.[i.e. Guest cards, visiting employees card, contract staff card etc]
- ★ Keeping inventory of panty crockery, HK material, stationaries, printing stationaries etc.
- ★ Assigning corporate CUG connections & visiting cards
- ★ Organising events for corporate meet.
- ★ Over viewing the CCTV cameras to ensure the vigilance.
- ★ Take care of office repair & maintenance [i.e. plumbing work, electrical work, etc.]
- ★ Attending high court, consumer court hearing as a company representative.
- ★ Dealing with Mathadi peoples

Previous employer:- Multilink

Designation :- Senior administrator

Department:- Administrator

Reporting to:- Director of the company

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Duration :-March 2014 To September 2016

Job Profile:-

- ★ Maintaining stationery & assets stock
- ★ Maintaining record of CUG connections
- ★ Take care of office expenses
- ★ Vendor management
- ★ Repair & maintenance
- ★ AMC'S renewal work for the EPBX Box, ac's,
- ★ Maintain the company cars record like kilometres details, fuel details, servicing details, oil details
- ★ coordinating with drivers for assigning their duties
- ★ Purchase order preparation
- ★ Pantry management, maintain the hygiene level of pantry section
- ★ Timely get renewal of fire extinguishers
- ★ Dealing with police stations for any accident or legal cases.
- ★ Dealing with BMC officers for shop and establishment certificates
- ★ Take control on Housekeeping department.
- ★ Arranging training for housekeeping department on every Saturday
- ★ Maintaining security for office premises
- ★ Handel the office renovation work
- ★ Handling events like picnic, office party, annual day function, tournament arrangement
- ★ Travel arrangements for senior employees.

Previous employer

Company name:- creative Enterprises

Designation:- Admin executive

Department:- admin department

Reporting To:- Director

Duration:- January 2012 To February 2014

Job Profile:-

- ★ Maintaining stationery & assets stock
- ★ Making Daily stock report of Raw material
- ★ Take control on housekeeping Department, keep the plant area clean as per the local bodies instruction
- ★ Maintained Drivers and their cleaners attendance
- ★ Clear their salary on time with the help of Account Team
- ★ Maintaining record of raw material like crush sand, sea sand, river sand,
- ★ vehiclemaintenance, dealing with garage person to get the repair work done with in time line
- ★ Coordination with police department every time if any drivers break the signals or another issues.
- ★ Maintain the safety level on plant site.
- ★ Distributing dress to various level of side labours
- ★ Dealing with mathadi peoples

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Personal Details

Date of Birth:- 08-02-1989

Gender:- Male

Marital status:- Married

Nationality:- Indian

Address:- A/203 Pooja Dham bld. Pleasant park mira-bhynder road Mira road east

Academic qualification

- Completed B.com Mumbai University in 2011
- Completed HSC from Maharashtra Board, 2006
- Completed SSC from Maharashtra Board, 2004

Computer Knowledge:-

Ms-office, PowerPoint, Excel

Hobbies:-

- Driving
- Folk Music

Language Known:-

- Marathi
- Hindi
- English

Sagar Hankare