

	<p style="text-align: right;">SUMANA B. MURTHY</p> <p>A Competent Administrator with good interpersonal skills with over 25 plus years of experience in Facility Management/ General Administrative Functions.</p>
<p>Key Impact Area:</p> <ul style="list-style-type: none"> ➤ General Administration. ➤ Facility Management. ➤ Vendor Management. ➤ MIS, Audit & Compliance. ➤ Mobile connections. ➤ Hospital & Event Management. ➤ Real Estate Management ➤ Team Management & Leadership. ➤ Travel Management. ➤ Vehicle Management. 	<p>Profile Summary:</p> <ul style="list-style-type: none"> • Expertise in Facility and Administration enhanced the employee experience and steered continuous process improvement. • Housekeeping ensuring clean & Hygiene office, Outsourced staff, Garden Landscaping, Pest control, Printing & Stationery, Laundry and Courier. • Mobile connections for entire group • Procurement of Capex Goods, Vendor Management for Opex Expenses. • Taking care of Guest house, Holiday home show flats, Leased flats, Vacant flats till hand over of apartments.
<p>Soft Skills: Interpersonal Problem solving Detail Oriented Analytical</p>	<p>Education</p> <p>1998 - M. Com (Commerce) 1994 - B. Com (Commerce)</p>

Career Timeline:

December 2002- July 2024 - Bombay Realty. (Wadia Group)

October 1996 - November 2002 - Atco Healthcare Limited.

Professional Experience:

Role across the tenure:

- Performing Administration/Facility management functions including operations & Maintenance, Housekeeping, vendor development, purchase, asset management along with steering efforts towards business continuity consistent with set standard operating procedures.
- Overall responsible for Supervision & Managing office housekeeping, pantry, canteen, front office & maintenance staff, checking of compliance of service

provider managing attendance control, manpower allocation for all outsourced staff. Space allocation and all arrangements for new joiners.

- Ensuring all the Maintenance services from external vendors are delivered as per schedule.
- Managing Cafeteria, Pantry, Car Bookings, Transportation, Laundry Services, Logistics, Flower arrangements, Courier, Printing & stationery, Events & gifting. Procurement of all office upkeep items.
- Handling reimbursements of employees like Leave and Licence agreements, Mobile, Telephone, Sodexo coupons,
- Procurement of new connections and managing of Landline, International Simcards.
- Arranging & monitoring Ticket bookings, Hotel accommodation & meeting rooms, Guest house, Service apartments, Holiday home as per eligibility.
- Monitoring all admin related expenses as per budgeted OPEX & CAPEX expenses & all statutory payments on a monthly basis. Providing monthly MIS sheet of expenses every month & provision for next month.
- Managing company owned flats, leave and licence flats, rental & deposit negotiation with landlord & brokers, show flats and vacant flats till the possession/ hand over of flats.
- Purchase of Vehicle, renewal of licence Re-Registration, WIAA Membership, RTO licence, International driving licence.

Career Highlights:

Managed to bring down the operating cost in the office by regulating use of electricity, cell phone, telephone, reduced the cost of OPEX by introducing new vendors. Worked with Promoters offices & top management people. Setting up a new office taking care of end to end requirements.

Received awards for best performance in the year 2019.

Personal Details:

Date of Birth: 27th December 1973

Languages Known: English, Hindi, Marathi.

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