



SADANAND ALUR

ADMIN MANAGER

CONTACT

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sadanandalur1983@gmail.com

Kakade City, B-Building, Flat
No. 504, Karve Nagar, Pune-
411052

EDUCATION

2012 - 2013

PUNE UNIVERSITY

- Master Degree Business
Studies HR

2006 - 2008

PUNE UNIVERSITY

- Post Graduation Diploma in
Business Management

2002 - 2005

PUNE UNIVERSITY

- Bachelor of Commerce

LANGUAGES

- Marathi
- Hindi
- English

CORE COMPETENCIES

- Leadership Management
- Administration & Operation
- Vendor Management
- Relationship Management
- Travel Management

LINKS

<https://www.linkedin.com/in/alursadanand>

PROFILE

Dynamic and results-oriented **Administration Manager** with over **12+ years of experience in the manufacturing, IT & service sectors**. Adept at streamlining administrative processes, optimizing **resource allocation**, and **enhancing organizational efficiency**. Recognized for exceptional problem-solving abilities and a commitment to continuous improvement.

Facility Management | Vendor Management | AMC & BMC | Compliance | Cost Control | Security Management | Housekeeping | Space Planning | Procurement | Fire Safety | Transport Management.

WORK EXPERIENCE

● Personal / Family Based Freelance Admin Consultant	JAN-2025 - PRESENT
● Taneja Aerospace & Aviation Ltd. Admin Manager	AUG.2024-DEC.2024
● Career GAP GAP	NOV. 2023-JULY 2024-
● Bramha Enterprises, Pune Admin & Facilities Manager	JAN.2022-OCT.2023
● PRM Soft Solution, Pune Administration Manager	JUN 2021 -DEC.2021
● Freelancer Freelancer Recruiter	AUG.2019-JUN2021
● Le HUMAN RESOURCES SOLUTIONS Team Lead (Admin & Facilities)	MAR.2019- JUL2019
● Daexchange India Seat Company Pvt. Ltd. Sr. Admin Executive	NOV.2016-MAR.2019

PERSONAL INFO.

- DOB - 30TH APRIL 1983

NATIONALITY

- INDIAN

AWARDS

- Appreciation mail for Employment engagement activities in “ Le HUman Resources Solutions”
- Award received for Facilities maintenance in “Vermont Technologies”

TECHNICAL SKILL

- MS OFFICE 2000
- MS OFFICE 2007
- MS OFFICE 2010

FAMILY BUSINESS

MAY 2013 - NOV.2016

(Admin)

VERMONT TECHNOLOGIES

AUG.2012-APR.2013

Admin Executive

FUNCTIONAL ATTRIBUTES

➤ PROPERTY MANAGEMENT

- Oversaw the maintenance and upkeep of company properties, including offices, warehouses, and transportation hubs.
- Achieved compliance across all facilities with safety and regulatory standards
- Facilitate lease negotiations and renewals, fostering positive landlord relationships and effective collaboration with service providers.

➤ TRAVEL MANAGEMENT

- Formulated and administered company travel protocols and workflows
- Organized travel logistics for employees, covering transport, lodging, and schedules. (employee transport, fleet maintenance, route optimization).
- Negotiated contracts with travel service providers to secure the best rates and services.

➤ FACILITIES & ADMINISTRATION MANAGEMENT

- Managed BuildingMaintenance (BMS) includingHVAC, DG sets, elevators, electrical & plumbing systems
- Handled AnnualMaintenance Contracts (AMC) for fire safety, CCTV, UPS, pest control & housekeeping
- Ensured statutorycompliance (fire safety,labor laws, pollution control, BMC approvals).
- Supervised security,access control, CCTV surveillance & visitor management.
- Managed canteen& pantry operations, ensuring hygiene, vendor coordination & stock control.
- Controlled budget & cost optimization throughvendor negotiations & resource management.
- Administered space & asset management (seatingarrangements, asset tracking).
- Organized corporateevents, conferences &VIP visits with seamless coordination.

BEHAVIORAL SKILL

- ANALYTICAL SKILLS
- CONSTRUCTIVE CRITICISM
- DECISION MAKING
- COLLABORATING WITH CLIENTS
- INTERPERSONAL & INFLUENCING SKILLS

HOBBIES

- PLAYING CRICKET
- LISTENING MUSIC
- READING
- GARDENING
- PHOTOGRAPHY

➤ GENERAL ADMINISTRATIVE DUTIES

- Supervised and supported administrative staff, ensuring effective performance and development.
- In charge of office operations, including supplies management, record-keeping, and administrative support functions.
- Optimized the utilization of resources by budgeting and systematic planning.
- Streamlined Administration process by implementing the standard operating procedures
- Directed equipment and supply maintenance programs, ensuring safety standards were met, and reviewed service providers for compliance with AMCs.
- Reviewed the progress of housekeeping, security, cafeteria, vehicle lease, travel, lodging & boarding, utilities, mail room etc. as per TAT
- Led recruitment, staff training, and resource allocation for office space, while ensuring operations complied with internal and external regulations
- Facilitated services, maintenance activities and tradespersons (i.e., Electricians).
- Collaborated with other teams for various office initiatives, including recycling programs, office renovations, and event planning

➤ INTERNAL & EXTERNAL DEPARTMENTAL CO-ORDINATION

- Fostered collaborative partnerships with internal teams, external collaborators, and suppliers to ensure the successful execution of approved initiatives and objectives.
- Addressed the challenges while procuring and distributing the office supplies, capital equipment, and stationery to ensure smooth office operations.

➤ OTHER ADMINISTRATION RELATED

- Liaison with Government Authorities: Coordinated with local municipal bodies, police, and fire departments for necessary approvals.
- Operational Cost Reduction: Achieved cost savings through vendor contract renegotiations and process improvements
- Inventory Control & Asset Management: Maintained records of office assets, reducing losses and optimizing utilization
- Workplace Experience Enhancement: Improved office facilities (seating, cafeteria, recreational areas) for better employee satisfaction