



AVDHUT SAWANT

Present Address

Room No.14, Nana Mukadam Chawl,
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Looking for an organization where I can utilize my work skills and best abilities for the organization's growth especially & for personal growth. The ability to encourage and motivate staff. Strong & good communication skills, Good organizational skills, Attention to detail. The ability to cope with problems and emergencies, and make effective decisions.

Professional Profile: -

OCT'2024-TILL DATE: PRESENTLY ASSOCIATED WITH M/S. ZIPGRID MANAGEMENT PVT. LTD. AS A PROPERTY MANAGER ON BEAUMONTE A CHS LTD. SION SITE

- Responsible for all secretarial, Managing Committee, and Society related works.
- Helps to organize maintenance of the building premises and any equipment located on the property. It is one of the most important priorities for the facility manager to make sure that all of these areas are properly maintained and kept in good working order.
- Deeply involved in the everyday management of maintenance employees on the premises.
- Check the safety requirements for the safety for building including employee training, facility inspections, and security of the premises.
- As facility manager you are also responsible for the cleanliness of the property, making sure that any vending or catering that takes place on the premises meets code requirements, and managing the space in the building so that it is used efficiently.
- Housekeeping – all bldgs. – To monitor attendance & efficiency of housekeeping.
- Security – all bldgs. – To monitor attendance, deployment & efficiency.

- Equipment – like Pump, D.G, Lifts, Solar, S.T.P.
- To arrange BMC water supply arrangement of tankers when needed.
- Responsible to follow rules and regulations of society with regards to outdoor events so as not to cause inconvenience to the routine functioning of the society.
- To ensure building property amenities are in proper condition and if not then ensure proper debit/ fine to the defaults be they contractors/customers.
- Monitor and act accordingly on daily building and maintenance reports.
- To keep a record of all Sanctions/ Drawings. AMCs of services / Equipment / Legal Statutes pertaining to the complex and act in accordance with the same.
- Day-to-day supervision of maintenance work.
- Maintain a proper labor force to complete the specified work.
- Prepare a daily list of the labor employed and allocation of work.
- Check and control the wastage of material on site.
- Check and control water and electricity arrangements.
- Implement a system for identification/ user access for visitors to the clubhouse and its facilities.
- Any other work not mentioned above but needed for the time being should be carried out as per instructions.

JUN'2022 TO OCT'2024: PRESENTLY ASSOCIATED WITH M/S. OPAL SQUARE IT PARK CO-OPERATIVE PREMISES SOC. LTD. AS AN ASSISTANT PROPERTY MANAGER

- Helps to organize maintenance of the building premises and any equipment located on the property. It is one of the most important priorities for the facility manager to make sure that all of these areas are properly maintained and kept in good working order.
- Deeply involved in the everyday management of maintenance employees on the premises.
- Check the safety requirements for the safety for building including employee training, facility inspections, and security of the premises.
- As facility manager you are also responsible for the cleanliness of the property, making sure that any vending or catering that takes place on the premises meets code requirements, and managing the space in the building so that it is used efficiently.
- Housekeeping – all bldgs. – To monitor attendance & efficiency of housekeeping.
- Security – all bldgs. – To monitor attendance, deployment & efficiency.
- Equipment – like Pump, D.G, Lifts, Solar, S.T.P.
- To arrange TMC/MIDC water supply arrangement of tankers when needed.
- Responsible to follow rules and regulations of society with regards to outdoor events so as not to cause inconvenience to the routine functioning of the society.
- To ensure building property amenities are in proper condition and if not then ensure proper debit/ fine to the defaults be they contractors / customers.
- Monitor and act accordingly on daily building and maintenance reports.
- To keep a record of all Sanctions/ Drawings. AMCs of services / Equipment

/ Legal Statutes pertaining to the complex and act in accordance with the same.

- Day-to-day supervision of maintenance work.
- Maintain a proper labor force to complete the specified work.
- Prepare a daily list of the labor employed and allocation of work.
- Check and control the wastage of material on site.
- Check and control water and electricity arrangements.
- Implement a system for identification/ user access for visitors to the clubhouse and its facilities.
- Any other work not mentioned above but needed for the time being should be carried out as per instructions.

NOV'2019-JUN'2022: ASSOCIATED WITH M/S. GIRIJA CHS LTD. AND VEDANT CHS LTD. AS A SOCIETY MANAGER

Society documents: -

- Responsible for all secretarial, Managing Committee, and Society related works.
- To maintain a record of individual unit owner's/Tenant's documents, (share certificate, Transfer order of MIDC, Letter of intent MIDC, subletting permission of MIDC, Deed of assignments, Possession letter from the developer, Parking letter from the developer, Mortgage details if any-Deed of assignments or tripartite agreement.
- To maintain a record of statutory registers (I register, J register, share register, Nomination register)
- To maintain a record of the Balance sheet, Income expenditure, Audit report, and completion of audit with the help of an accountant.
- To maintain a record of notice of AGM, SGM, Festivals, or any other guidelines, Minutes of the meeting of MCM, AGM, and SGM,
- To maintain a record of transfer of lease, Deemed conveyance-related documents, Apex documents, Election of MCM, Parking details, common area maintenance
- To prepare documents of Court case related documents, society registration, and issuance of letters to TMC, MIDC, MSE, Govt. Authorities and members.

Member's documents: -

- To maintain a records of Members individual files,
- To maintain a record of Deed of assignments, possession letters, parking letters, Leave & License copies, Police verification copies of tenants, outstanding maintenance bills, to release maintenance bills on time, payment receipts, Mortgage NOC, Preparation of NOCs related to Property tax/Mahanagar Gas,
- Follow up for pending documents, Daily complaint register, legal opinion as per requirements, fit-out permission, Guidelines for Members, and Parking policy for Members, to Resolve Member's queries.

Vendor Management: -

- To arrange 3 quotations of each work, preparation of comparison apple to apple, follow up with the vendors, approval from the MCM, if the work is more than 1Lakh required AGM/SGM approval, to set payment term for vendors, vendors payments, Monthly attendance of HK/Security/ Society staffs.
- To maintain records of all vendors AMC/CMC, issue letters or emails to the vendors regarding service-related issues
- To maintain records plan of servicing as per PPM planner equipment (Fire pump, Jokey pump, Hydrant pump, Booster pumps Fire extinguisher, DG, maintain Diesel stock, Lifts, Boom barrier, Solar Panel, STP, OWC plant, stack and puzzle parking, CCTV),
- Follow up on the promotional activities
- To maintain records of Handover from the developer and follow up on pending works.

JUN'2018–JUL'2019: ASSOCIATED WITH TENON FM SERVICES PVT. LTD. (FLIPKART MIS EXECUTIVE)

- **MIS Management** – Collect data from 20 warehouses on a daily, weekly, and monthly basis, generate reports, and send MIS to higher management.
- **Coordinator** – Co-ordinate with all sites PM, APM to resolve issues like soft and technical related Trackers & PR/PO, Accrual and Actual, salary issues, wage sheet confirmation, All Soft & Tech AMC tracker, Daily complaint tracker, employee joining formalities, Diesel consumption, manpower deployment.
- **Vendor Management** –
 - A) SLA basis contract, Manpower basis contract, Food/Kitchen audit, Snacks arrangement, Transport audit and arrangement as per requirements, Water tanker, Electricity bills, Scrap, HK consumable, Vendor invoices, Invoice mail approval, Quality of Services, Take mail approval from procurement team, finance team & biz-finance team for further process.
 - B) HK Material budget tracking, collecting monthly material requisition, Monthly attendance from all site leads for further process.
 - C) Tracking of daily, weekly, Fourth-nightly & monthly Checklist. Also tracking of Equipment Checklist.
 - D) Maintaining the attendance of all site staff and sending to higher management for salary, and daily attendance reports.

SEPT'2016-JAN'2018: ASSOCIATED WITH BLUE BELL INTEGRATED FACILITY SERVICES PVT. LTD. AS A

HOUSEKEEPING GOT PROMOTED TO TEAM LEADER AFTER THAT GOT A PROMOTION TO SUPERVISOR- LOCATION: - CMA CGM, AUDI SHOWROOM THANE AND ANDHERI, TATA HOUSING AT BHIWANDI BYPASS

- Responsible for soft services - Housekeeping
- Responsible for Day-to-Day cleaning, Weekly Deep Cleaning, Fortnightly and Monthly Cleaning activities, and maintained checklist
- Responsible for Schedule, Compliance, Billing,
- Making periodic inspections for the Kid's play area to make sure that the area is completely hygienic and also check for hazardous maintenance.
- Make periodic inspections of the building and equipment to determine if janitorial and parking services are properly analyzed/recommend solutions on the compliant analysis
- Vendor management.
- To Generate Material requisition and to keep track of all consumables.
- Responsible for weekly Review Meetings with clients for performance updates, MIS reports, and DPR (24*7) Deployment documents.
- Responsible for Site Budgeting & Gross operating profits
- To keep Track of PPM schedules of AHU, HUB room, Server room, Pac room and Outdoor units, carpet shampooing, etc.
- Event Management (Independence Day, Republic Day.
- Generations of Client Satisfaction Report
- On the basis of observation & feedback from clients regarding services, corrective and preventing action plans are being prepared & implemented on-site.
- Responsible for employee grievances like salaries, appointment letters, ESIC, and PF status. Also, uniform, grooming standards, training, log books, checklist, Cleaning SOP, material stock register, absentees/reliever, Job cards, and quality check at the site.
- Planning and delivery of all facility-related and admin support services and activities at the site on a daily basis.

MAY'2015-JUL'2016: ASSOCIATED WITH RIGHT RESOURCE SERVICES PVT. LTD. AS A HOUSEKEEPING- LOCATION: - CINEPOLICE VIVIANA MALL

- Responsible for soft services - Housekeeping
- Responsible for all location's cleanness provided by the supervisor
- Responsible for liquid dilutions as per the MSDS (Material safety data sheet)
- Responsible for Day to Day, Weekly Deep Cleaning, Fortnightly, and Monthly Cleaning activities/schedule.
- Responsible for Daily cleanness Reports/Follow-ups and Closure provided by the Supervisor.
- Responsible for handling Mechanized Cleaning process with Machinery
- Responsible for a checklist of locations and machinery
- Responsible for Toiletries Inventory/Fittings & Fixtures Inventory and

Maintenance report to the Supervisor

MAR'2014– MAR'2015: ASSOCIATED WITH RS HR TEAM SOLUTION PVT. LTD. AS A PACKER-LOCATION FLIPKART BHIWANDI WAREHOUSE

- Responsible for segregation of Books, Electric material, in-house material
 - Responsible for pest on products Warehouse ID (WID) as per the customer order
 - Responsible for packing the product with safety material.
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➤ **Equipment Management:**

- Handling of heavy industrial housekeeping equipment.
- Service management
- Quality control of services.

➤ **Training:**

- Staff training.
- Equipment handling and maintenance training.
- Training of services & service standards.
- SOP training.

➤ **Vendor Management:**

- Contracts management

➤ **Educational**

- MBA (In 1st year)

➤ **STRENGTHS:**

Good communication skills & interpersonal skills.
Optimistic nature.
Ability to take up challenges and completion of tasks within stipulated time.

➤ **Linguistic Skills:**

- English, Hindi, and Marathi.

➤ **Software Skills:**

- Well-versed with computer applications: -
MS Office, PowerPoint Presentation, MS Excel
- Outlook Express (Handling Interdepartmental Mail)

Personal Profile:

Name: Avdhut Sawant
Father's Name: Hanumant Sawant
Date of Birth: 08.01.1994
Mother Tongue: Marathi
Gender: Male
Height: 5.9
Religion: Hindu-Maratha

Hobbies:

Cricket, Trekking and Travelling, and Swimming

Declaration:

I hereby declare the above-given information is accurate & complete to the best of my knowledge & belief.

AVDHUT HANUMANT SAWANT

Date: