

Akhil Bhattacharjee

Adarsh Nagar, Hirapur, Dhanbad. (Jharkhand), Pin: 826001

Phone: +91-6203816103

Email: bhattacharjee2006akhil@gmail.com

Web: <https://in.linkedin.com/pub/akhil-bhattacharjee/27/92/988>

<https://www.facebook.com/akhil.bhattacharjee.3>

FACILITY AND ADMIN MANAGEMENT PROFESSIONAL-

Seeking exigent positions across the Industry like Sr.Mgr/AGM

PROFILE

- ❑ Sincere, diligent and result oriented professional, with a sterling career graph of **20 years** in the Industry across Administration, **Facility Management, Housekeeping, Vendor Development, Procurement, Security, Store Management, Branch Management & Overall Management.**
- ❑ Develop procedures, service standards and operational policies as per the standards while planning & **implementing effective control measures for cost efficiency** across the units. Recognized for implementing polices to promote & protect health, safety, security & the quality of the work life, the environment and organizational effectiveness.
- ❑ Develop procedures, service standards and operational policies as per international standards while planning & implementing effective control measures for cost efficiency across the units.
- ❑ Excellent skills in consensus building, organization and price negotiation with proven acumen to develop effective Procurement strategies and policies to achieve optimum cost of services and streamline the overall procurement functions within the required time, budget and quality standards.

DOMAIN EXPERTISE

Facility Management ♦ General Administration ♦ Facility Management ♦ House Keeping ♦ Team Management/Leadership ♦ Cost Control Initiatives

PROFESSIONAL EXPERIENCE

Shriram Life Insurance

08th April'24 to till date

Business Development Mgr.

Taking care of the entire Life insurance sales of PD department in Bihar and Jharkhand.

Basic responsibilities is to tie up with the cooperative banks and drive the Banca channel with the team. Also responsible to develop the retail channel growth with the retail team and improve the client base

IIFL Ltd

12th Dec'22 to 01st Sep'23

Regional Head Administration

- Heading entire Rajasthan regarding Administration, Facility, infrastructure and identifications of new branches.
- Handling the entire branches of Rajasthan (more than 200 branches).
- Handling the projects pertaining to establishments of new offices, renovations etc. □ Coordination with HO for the new vendor empanelment process □ Liaising with the L/L for service tax ,TDS etc.
- Monitored day to day administration and infrastructure functions.
- Ensured that all the operational standard procedures/guidelines set for all the processes/ activities/ situations are followed

Bharti Axa Life Insurance

19th Aug'19 to 16th Oct'21

Regional Administration and Infrastructure manager

- Heading the entire East regarding Administration, Facility, infrastructure and identifications of new branches.
- **Relationship Management:** Identifying, Building and strengthening Identifying the Site to launch new Branches relationships with the Vendors, Owners & Internal customers, thereby ensuring high customer satisfaction by providing them with complete support. Coordinating with Top Management & all functions head for ensuring smooth and profitable operations .
- Coordination with TKO for new projects- making layouts, Verification- Approval of new branch measurements and Responsible for surrender and renewal of lease.
- Validation of BOQ along with best rates prevailing in the market.
- Conduct site audits from time to time & ensure compliance including site commercial terms with respective sites/parties.
- Responsible for all vendor payments after due approval and send periodical MIS to Corporate office.
- Ensuring Timely processing & payment of Vendor & Contractors invoice along with maintaining of proper MIS.
- Development of Vendors. Introducing new vendor's time to time to skip any kind of monopoly business.

Janalakshmi Financial Services

06th July'15 – 14th Nov'15

- Handling the projects pertaining to establishments of new offices,rennovations etc.
 - Coordination with HO for the new vendor empanelment process □ Liaising with the L/L for service tax,TDS etc.
- Monitored day to day administration and infrastructure functions.

ICICI BANK

5 Mar'08- 21 Aug'14

Administration and Facility Manager (Infrastructure Management Group)

Reporting: ZIFH /G.M. (IMSG)

- ☐ Accountable for managing branches, ATM's and other offices smoothly with a view of facility management which consists of housekeeping, security and vendors development
- ☐ Looking after the setting up of branch/office/ATM in the desired location suggested by the senior management including proper selection of place by negotiating with land lord & making the location ready with the help of the vendor
- ☐ Ensured that all the operational standard procedures/guidelines set for all the processes/ activities/ situations are followed
- ☐ Instrumental in Vendor Development; exceptional negotiation skill which facilitates for achieving the pre defined target. Responsible for negotiating the rent very much below the exact market price.

NAGARJUNA CONSTRUCTION COMPANY LTD.

Mar'07

- Feb'08

Procurement Incharge

- ☐ Spearheaded efforts across as main store In charge
- ☐ Looked after the entire procurement and store activities of the project.
- ☐ Was responsible to maintain the minimum stock at stores.
- ☐ Ensured the indents required by the stores are fulfilled by specific time given. Established, maintained and optimized vendor relationship, skilled in coordinating with vendors for supplying the materials on time as per the company's requirement. Handled replenishment of stock on time to avoid any case of stock out. Coordinating with the local suppliers & Government for efficient movement of stock.
- ☐ Ensured activities in compliance of legislation and regulatory requirements in the department

Career Highlight

- ☐ Procured all the materials according to the mentioned quality and price by the company.

HINDUSTAN CONSTRUCTION COMPANY LIMITED,

24Feb'04

20Jan'07

(Allahabad Bypass Project II, at Allahabad.)

Procurement & Stores Officer

Reporting: DGM - Procurement / Manager - Stores

- ☐ Deftly handled the sub-stores of the project, which are of approx 250 km away from main stores.
- ☐ Assumed the responsibility of on time procurement of 'C' class item in accordance with the specification, quality & budgeted cost.
- ☐ Was responsible for maintaining the minimum stock at stores

- Worked hand in hand with main stores, head office, Site In charge & vendors for delivering better stores services.
- Looked after the entire gamut of responsibilities pertaining to procurement & stores activities as per Integrated Management System.
- Maintained good liaison and rapport with the vendors likes SAIL, IOCL, JP Cement.

Career Highlights

- Contributed in the un interrupted process of work flow because of the unavailability of any class of materials.
 - Obtained Nil NC certificates from Head Office IMS Inspection Team
 - Deftly handled reliable & accurate MIS Reporting on daily basis & maintained an inventory stock less than 15lacs from the allotted sub- stores budget on monthly basis
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Bharat Construction Co.Pvt Ltd

02nd Feb2001 to 15th Feb2004

Store Assistant.

- Responsible for maintaining the inventory system.
- Maintaining good liaisons with the Government and local suppliers.
Maintains the minimum stock system for the progress in work.

ACADEMIA

Graduation, 2000
Vinoba Bhawe University

Intermediate, 1996
B.I.E.C (Patna)

Matriculation, 1994
B.S.E.B (Patna)

Additional Qualification

C. C. A. Course in Computer Basics (MS Office) from G. R. Institute

Date of Birth: 11.5.1978

Akhil Bhattacharjee

