



AVINASH KADAM

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PERSONAL SUMMARY

Experienced lead Administrator with extensive experience in administrative and facility management, known for successfully enhancing operational efficiency through strategic process improvements. Expertise in budgeting, cost control, travel management, and project management fosters strong stakeholder relations and boosts team performance. Proficient in MS Office for effective MIS and reporting.

SKILLS

- Administrative Management
- Facility Management
- Budgeting and expense monitoring,
- Travel arrangements
- Event planning
- Inventory and Procurement Management,
- Supplier Relationship Management
- Compliance and Policy Implementation
- Client Relationship Management
- HR and Recruitment Processes
- Structured Task Coordination
- Process Improvement
- Logistics Management
- Multitasking Abilities
- Contract negotiation
- Asset management
- Proven Adaptability

EXPERIENCE

LEAD ADMIN AND HR, 05/2022 - Current

Welcom Digital Software India Pvt Ltd, Pune, IN

- Streamlined processes to achieve noticeable gains in efficiency and decreased processing durations.
- Collaborated with finance team to achieve flawless on-time payment records.
- Managed recruitment, onboarding, and training initiatives; enhanced employee engagement, and retention through structured HR processes
- Partnered with finance to monitor budgeting, expense tracking, and MIS reporting, ensuring adherence to financial policies and regulatory standards
- Oversaw office and facility management, including vendor contracts, inventory control, and maintenance, leading to significant cost savings
- Coordinated meetings and events related to business travels such as conferences and seminars.
- Created reports on travel trends and costs analysis using spreadsheet software tools like Microsoft Excel.
- Managed end-to-end travel services including flight reservations, ground transit coordination, and accommodation bookings for company personnel.

- Negotiated contracts with vendors to obtain the best rates for flights, hotels and car rentals.
- Managed vendor relations and contracts through strategic partnerships which saved costs and delivered premium contract pricing.
- Monitored vendor compliance with contractual obligations, including quality assurance standards.

LEAD ADMINISTRATION, 01/2017 - 04/2022

Talent Anywhere services Pvt Ltd, Pune

- Directed daily administrative operations for a busy office, ensuring all departments operated smoothly and efficiently. Organized high-profile corporate events and client meetings, ensuring meticulous planning and execution that reinforced the company's professional image.
- Prepared and presented detailed performance and operational reports to senior management, driving strategic improvements, and continuous process enhancements
- Monitored office budgets, tracked expenses, and implemented cost-saving strategies
- Handled documentation, reporting, and record-keeping for business continuity
- Managed travel arrangements and accommodations for executive staff and visiting clients.
- Managed relationships with vehicle leasing vendors to secure optimal service agreements. Ensured compliance with health and safety regulations within the office environment.
- Monitored budget expenditures and prepared financial reports for review by management
- Supervised and mentored a team of administrative staff, fostering a collaborative environment, and providing regular performance feedback
- Identified bottlenecks in current workflows and implemented process enhancements that reduced processing times by up to 30%
- Managed vendor relationships, coordinated procurement, and negotiated contracts to secure cost-effective services and supplies
- Oversaw office budgeting, expense tracking, and resource allocation, contributing to an overall cost reduction of 15% through strategic planning
- Developed and maintained standardized procedures and documentation protocols, ensuring adherence to internal policies and external regulatory requirements
- Led several cross-functional projects, including the implementation of a digital document management system and the streamlining of office operations, resulting in enhanced operational efficiency and improved employee satisfaction
- Led a cross-functional team to implement a digital document management system, improving operational efficiency, and reducing processing time
- Facilitated seamless material transitions by managing SEZ documentation and liaising with government authorities, ensuring compliance within the timeline
- Coordinated with external suppliers for the provision of services such as repairs, maintenance and leasing agreements and AMC contract renewals.

ADMIN/FACILITY EXECUTIVE, 12/2012 - 01/2017

WNS global Services on Payroll of ISS facility and Knight Frank property Solutions, Pune, IN

- Coordinated multiple high-profile client visits.
- Maintained coordination with vendors for seamless operations and invoice accuracy.
- Spearheaded the monthly vendor billing process, ensuring 100% on-time invoice submission, and seamless collaboration with the Finance team for prompt vendor payments
- Streamlined invoice processing procedures, enhancing financial accuracy, and reducing administrative turnaround times

- Collaborated with the Procurement department to initiate PR and PO creation, significantly improving purchasing cycle efficiency
- Managed vendor relationships and oversaw cafeteria operations, ensuring high-quality service delivery, and cost-effective management
- Directed the efficient operation of the pantry and mailroom, maintaining optimal inventory levels, and smooth daily workflows
- Provided timely support to employees, and ensured effective issue resolution through high-volume administrative communications
- Optimized space utilization by coordinating meeting and conference room bookings, along with all associated logistical arrangements
- Managed end-to-end event logistics to ensure exceptional client experiences, contributing to a positive corporate image, and high client satisfaction
- Fostered a positive and productive workplace environment by resolving employee complaints through proactive engagement and corrective actions
- Enhanced overall client satisfaction through regular updates and effective communication, maintaining strong client relationships
- Aligned team objectives and shared operational updates through regular staff meetings and briefings.
- Optimized resource management by conducting periodic inventories and making strategic recommendations for pantry and housekeeping requirements
- Conducted regular safety inspections to ensure compliance with regulations
- Conducted regular inspections of facilities to identify areas of improvement or repair needs
- Provided guidance and training to new employees on proper cleaning techniques and safety protocols.

EDUCATION

YCMOU

Bachelor of Science: Hotel and Tourism Management

WEBSITES, PORTFOLIOS, PROFILES

[linkedin.com/in/avinash-kadam-80468062](https://www.linkedin.com/in/avinash-kadam-80468062)

AWARDS

Best team leader, WNS, 04/01/14, Awarded with best Team Leader for Year 2013-14.