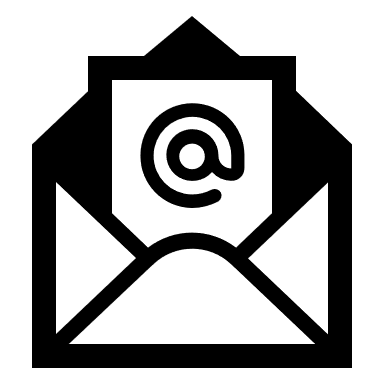
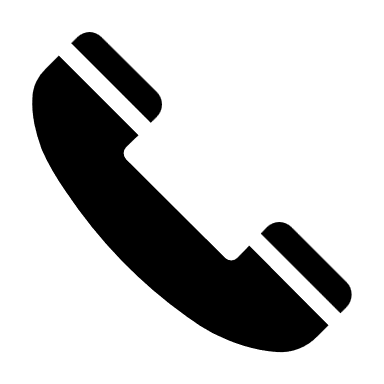
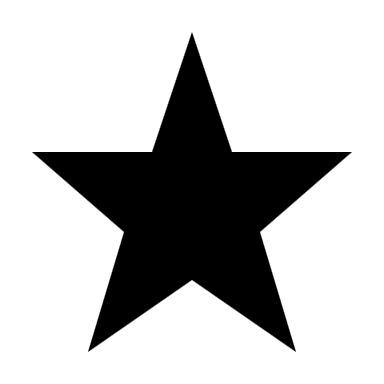
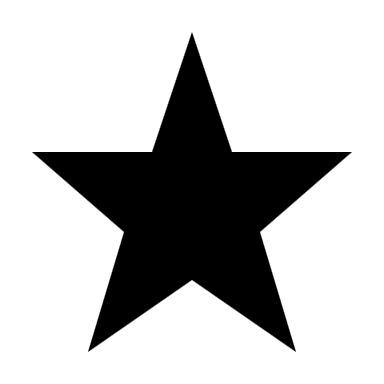
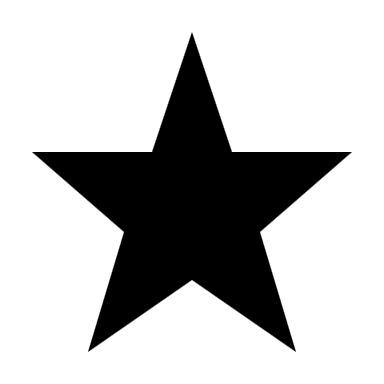
**NILESH GAWAS**

****[**nilesh.gawas@gmail.com**](mailto:nilesh.gawas@gmail.com) ** +91 9619450416 Mumbai, Maharashtra-400066**

**OBJECTIVE**

To Work for any professional organization, which can utilize my strengths and skills to achieve Organization goals in challenging business environment and at the same time provide me enough opportunities to add value to my experience and career growth.

**COMPUTER PROFICIENCIES**

 Ms-Office  Operating Lotus Note Application  ERP & Odoo System

**WORK EXPIERENCE**

**December,2007 to Current: Manager, Administration, Schoolnet India Limited**

* **Office Administration:**
  + Oversaw all aspects of rental arrangements for office premises across India, including rent booking, payment management, property selection and finalization, and agreement processing.
  + Ensured the seamless operation of administration-related responsibilities such as housekeeping, office maintenance, and guest house management.
  + Reviewed and monitored administration costs, actively working towards reducing expenses.
  + Adhering to policies and guidelines, ensuring timely preparation of Service Requisition and Purchase Requisition.
  + Ensured on-time submission of Administrative vendor bills to accounts each month
  + Ensured implementation of industry-leading practices for optimal service quality
  + Collaborated effectively with a diverse range of stakeholders including Vendors, Service Providers, Government Agencies, and Building Management team
  + Maintained oversight on the transfer and monitoring of Company assets across various locations, ensuring accurate verification, effective sales processes, and efficient procurement practices.
  + Reviewed and monitored costs and expenses to support budget preparation and provide accurate monthly and year-to-date management information system (MIS).
  + Assisted in indentifying areas for cost reduction through regular anylyis of spending patterns
  + Collaborated with intergroup companies to optimize infrastructure utilization
  + Reviewed and monitored statutory compliance for all office premises across Pan India
  + Successfully handled audit responsibilities for both internal and external entities
  + Performed regular assessments of internal policies for optimization, resulting in the implementation of industry-leading best practices.
* **Procurement:**
* Conducted procurement activities according to product specifications and organizational requirements.
* Ensuring the necessary documentation for trade transactions is complete and accurate
* Developed selection processes to create a list of preferred sellers
* Assessed stock quantity for various items
* Strengthened partnerships with internal stakeholders and third-party suppliers to ensure efficient procurement processes
* Ensured compliance with procurement requirements by carefully reviewing drafted proposals and procurement specifications
* Negotiated pricing and services with vendors resulting in cost savings
* Worked closely with Sales and Finance departments to streamline payment procedures for sellers

* **Facility Management and Maintenance:**
* Managed facilities management tasks for office premises and guest houses, including utility operation and maintenance.
* Maintained seamless operation of communication channels like telephones and conference facilities to optimize productivity.
* Sustained the alignment of housekeeping and maintenance services with predetermined quality benchmarks
* Oversee the repair and upkeep of office resources including equipment's, appliances, furniture's, furnishings in addition to managing vehicle fleet maintenance.
* Coordinated with third-party manpower agencies to ensure timely supply of housekeeping, security, pantry, office boy, etc. staff.
* Ensured adherence to regulations and laws through continuous monitoring of third-party vendor's statutory compliances
* **Vendor Management:**
* Managed supplier contract negotiations
* Maintained oversight of vendor services and goods to guarantee adherence to contractual agreements
* Actively maintained positive and effective vendor relations, promoting open dialogue and providing mediation support as required.
* Maintained sufficient inventory levels at all times
* Ensured timely deliveries and met fulfilment quotas, all while enforcing quality control measures and protecting proprietary information
* Monitored vendor compliance to ensure adherence to company standards
* Maintained accurate invoice records and streamlined payment procedures
* Effectively managed and resolved issues raised by vendors and employees
* **Travel and Transport Management:**
* Developed and fostered productive partnerships with car rentals, hotels, and airlines.
* Negotiated preferred rates with direct travel vendors.
* Managed the booking process for travel arrangements such as flights, hotels, car rentals, and activities.
* Handled the management and processing of various travel-related paperwork including payments, itineraries, visas, medical and legal forms.
* Supported travellers with their travel-related inquiries
* Researched various travel deals, analysing prices and assessing service quality
* Managed arrangements for business travellers, corporate clients lodging and transportation
* Conducted analysis and generated reports on travel expenditures
* **MIS and Documentation:**
* Developed and maintained daily, weekly, and monthly operational analysis related to volume, efficiencies, cycle time, quality, and service.
* Generated and distributed management reports accurately and in a timely manner
* Provided strong reporting and analytical information support to the management team.
* **Other Activities:**
* Assisted in various areas such as project operations, recruitment drive, and procurement.
* Arranged various cultural events and sports activities fostering a happy work environment
* Handled employee health insurance claims and assisted policyholders with customer service
* Established efficient partnerships with insurance agents and brokers to ensure policyholders receive prompt and necessary assistance.
* Assisted with the management of policy renewals and cancellations
* Monitored Statutory compliances of Pan india offices.
* Conducted Annual offsites, Small meeting events, etc.

**Oct,2006 to Sept,2007 Customer Service Associate, Bharti Airtel Ltd., Mumbai**

* **Job Profile**
* Provided prompt resolution to customer inquiries
* Developed and maintained strong customer relationships
* Providing detailed information on products and services.
* Maintained accurate records of customer profiles and consistently followed up
* Provided valuable input on unique and recurring customer problems.
* Addressing customer concerns and resolving queries.

**Mar,2006 to Sept,2006 Administration Officer, Ankur Enterprises, Mumbai**

**SKILLS**

* Strong time-management skills
* Exceptional communication and interpersonal skills
* Ability to work independently and as part of a team
* Detail oriented and able to handle multiple tasks simultaneously
* Experience in team handling
* Knowledge of GST, taxation, ppt, word and excel
* Smooth communication

**EDUCATION**

* B. Com - Calorx Teacher University (Sabarmati University)
* XII - Maharashtra State Board
* X - Maharashtra State Board

**PERSONAL INFORMATION**

* Date of Birth - 26th September,1988
* Marital Status - Married

**LANGUAGES**

* English
* Hindi
* Marathi

**HOBBIES AND INTERESTS**

* Reading
* Writing
* Travelling