



# Rajendraprasad Sudarshan Yashwant

Sangharsh Nagar Cidco N2 Ch.Sambhaji Nagar  
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## OBJECTIVE

Dynamic and detail-oriented Administrative Manager with over 9 years of experience managing multi-site operations, vendor relations, procurement, facility management, and business development initiatives. Proven track record in streamlining processes, ensuring compliance, and supporting cross-functional teams in high-paced environments.

## EXPERIENCE

Feb-2024  
- till Date

- **Admin Manager**  
Surana Group - EARNIX - AYUSH PAPER
  - *Supervised day-to-day administrative operations across 2 factories, 2 residential flats, and 1 bungalow.*
  - *Managed vendor contracts and AMCs for HVAC, electrical, water systems, fire safety, pest control, and surveillance.*
  - *Scheduled and monitored facility maintenance tasks, repairs, utility upkeep, and AMC servicing.*
  - *Oversaw civil infrastructure, ensuring building repairs, internal modifications, and utility improvements were on track.*
  - *Handled procurement planning for civil tools, IT equipment, office supplies, safety materials, and furnishings.*
  - *Maintained detailed inventory logs and asset tracking systems to monitor usage and stock availability.*
  - *Managed public relations with vendors, suppliers, society managers, and government authorities.*
  - *Ensured regulatory compliance with local civic bodies, health, safety, and labor norms.*
  - *Coordinated logistics for raw material and finished goods movement between factory units and clients.*
  - *Handled transportation planning for inter-location deliveries, staff movement, and vendor visits.*
  - *Supervised transport vehicle upkeep, insurance, maintenance schedules, and fuel expense tracking.*
  - *Controlled petty cash transactions and monitored budget allocations for admin and facility operations.*
  - *Generated MIS reports covering attendance, leave tracking, staff allocation, and recruitment records.*
  - *Assisted with HR tasks like onboarding, workspace setup, ID card issuance, and document collection.*
  - *Supported internal teams by managing event setups, seminar logistics, and college interaction planning.*
  - *Conducted facility hygiene checks, housekeeping quality audits, and security*

*deployment assessments.*

- *Coordinated with finance for timely invoice verification, vendor billing cycles, and monthly expense reports.*
- *Played an active role in lead generation by supporting exhibition participation and follow-up handling.*
- *Created vendor performance logs and reviewed service standards against contracts.*

Nov-2022  
- Feb-  
2024

• **Sr. Admin Officer**

Aakash Educational service Ltd-BYJU's

- *Oversaw full administrative operations for 3 branches, ensuring smooth day-to-day functioning and service delivery.*
- *Managed branch facility readiness including electrical, plumbing, air conditioning, and workspace setup.*
- *Coordinated AMC renewals and service schedules for IT systems, generators, biometric devices, and CCTV setups.*
- *Handled preventive and breakdown maintenance by coordinating with facility technicians and service vendors.*
- *Ensured optimal workspace hygiene, sanitation routines, and periodic deep cleaning across all locations.*
- *Supervised housekeeping, pantry services, pest control, and waste management to meet cleanliness standards.*
- *Directed logistics arrangements for internal events, parent meetings, staff travel, and seminar materials.*
- *Managed procurement of stationery, IT assets, branding items, civil tools, and classroom equipment.*
- *Tracked all branch-level inventories, prepared consumption reports, and placed timely restocking orders.*
- *Built vendor relations with local suppliers, utility providers, courier partners, and service contractors.*
- *Implemented and monitored safety protocols such as fire extinguisher checks, emergency exits, and staff drills.*
- *Ensured regulatory compliance in terms of labor laws, infrastructure audits, and administrative documentation.*
- *Supported HR with onboarding of new staff, ID issuance, desk allocation, and file record-keeping.*
- *Collaborated with marketing teams for outreach events, cold calling campaigns, and seminar coordination.*
- *Supported business development through student/parent counseling, query handling, and lead nurturing.*
- *Reviewed and processed vendor invoices, quotations, and service reports in coordination with the finance team.*
- *Maintained MIS records including attendance sheets, shift rosters, and daily admin reports for HO submission.*
- *Acted as the point-of-contact for all facility-related escalations and operational issues.*

Aug-2021  
- Nov-  
2022

• **Admin Manager**

Yashwantrao Chavan Ayurvedic Medical College

- *Oversaw HR operations, recruitment, training, and documentation for academic and support staff.*
- *Managed AMC contracts for college infrastructure, labs, security, and facility*

services.

- *Led procurement operations including medicine supplies, equipment, maintenance tools, and office goods.*
- *Cultivated public relations with suppliers, state authorities, vendors, and partner hospitals.*
- *Addressed Industrial Relations concerns and ensured legal compliance with health and education regulations.*
- *Supported business expansion via public events, academic exhibitions, seminars, and internal promotions.*
- *Monitored canteen operations, student transport, infrastructure maintenance, and event logistics.*
- *Maintained records for insurance claims, utility payments, transport, and civil upgrades.*
- *Coordinated site renovations and handled communication with government departments for college recognition and audit compliance.*
- *Actively participated in lead generation through student/parent counseling initiatives.*

Aug-2019  
- July-  
2021

- **Admin Executive**

Kings Food-Tech Pvt Ltd - XBDS Group - Pune

- *Managed daily administrative operations, including staff coordination, visitor handling, and office infrastructure.*
- *Oversaw AMC renewals and maintenance for office and factory equipment, ensuring timely servicing and compliance.*
- *Handled end-to-end purchase operations, including vendor sourcing, rate negotiation, PO/WO issuance, and order tracking.*
- *Maintained detailed procurement records, purchase logs, and vendor performance data.*
- *Coordinated logistics and dispatches, ensuring smooth flow of raw materials and finished goods via internal and external transport partners.*
- *Managed inventory control, stock records, delivery notes, and goods receipt for internal and client dispatches.*
- *Built strong vendor relationships and handled vendor payment cycles, documentation, and quality issue resolution.*
- *Assisted in business development efforts by supporting factory visits, coordinating proposals, and organizing marketing materials.*
- *Arranged hotel bookings, transport, and food services for visiting clients, auditors, and company executives.*
- *Supervised canteen operations, ensured cleanliness, quality of meals, and timely availability of refreshments for staff and guests.*
- *Managed security staff deployment, monitored shift rosters, ensured discipline, ID checks, and entry logs were maintained.*
- *Oversaw facility management functions such as building maintenance, utility services, electricals, water supply, and pest control.*
- *Maintained facility hygiene, waste disposal routines, and compliance with safety standards.*
- *Coordinated minor civil work repairs, electrical maintenance, plumbing, and AMC-based technical servicing.*
- *Assisted HR in onboarding staff and ensured workspace allocation, ID creation, and basic orientation.*
- *Worked closely with finance for vendor invoicing, approvals, and expense reconciliation.*

Dec-2015  
- july-  
2019

- *Provided weekly and monthly reports to management covering purchases, facility updates, and vendor feedback.*
- **Admin Executive - Branch Operations**  
Vijay Cotton and Fibre Co - Indore - Mumbai - Akola - Ch.Sambhaji Nagar
  - *Setup and training programs of the company*
  - *Vendor management and payments*
  - *To handle all the legal programs of the company and keep its record*
  - *PO and Debit note of the vendor*
  - *Front and Back office management*
  - *Accommodation*
  - *Handling of Banking & Accounts of all MH Branches of Company*
  - *Handling Transportation System of company (Logistics)*
  - *Supervising all field members.*
  - *All Stationary needs of branches of MH*
  - *Tax Invoice generation & Cross Checking it using ERP.Software.*
  - *E-way bill generation & Crossing Checking.*
  - *Cross checking all the Expenses of field member and sending to H/O.*
  - *Attendance sheet preparation and sending it to H/O Management of time table of field members as per the Dispatch*
  - *Tally Vouchers entry using TALLY\_ERP.software & Sending proper balance sheet to H/O*
  - *Taking care of 5 MH branches of the company and report the issue s*
  - *Transits insurance for the company vehicles*

## EDUCATION

2016

- **Bsc-Computers**  
Dr. B.A.M.U  
63.93 % - A Grade

## SKILLS

Office Operations Management

100%

Education Counselling

80%

Team Leadership and Supervision

80%

Branch Operation

80%

Facility and Asset Management

100%

Business Developer

80%

Revenue Generation

80%

Procurement and Inventory

80%

PR and IR

80%

Budgeting and cost control

80%

AMC and Agreements

80%

Books and Records

80%



## PROJECTS

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- **Branch Set up - Vijay cotton**  
while working with Vijay cotton got the change to setup 2 of the branches completely from 2015 to 2019
- **Civil Project - Kings Food - XBDS Group**  
while working with the company got change to setup more than 70 % civil part of the factory internal and external parts both from 2019 to 2021
- **Civil Project - college**  
while working with medical college got change to complete the college infra and civil Project more than 60 % from 2021 to 2022

## ACHIEVEMENTS & AWARDS

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- Join as Business Development and while working got the change to handle the opeations of branch like vimannagar and camp - Manchar AAKASH BYJU"S
- Join as Sr-Executive and while working got the position to handle the Sr.Opreations as Sr . Administrator - YCAMU
- Join as Executive and while working got the Promotion to handle the Sr.Opreations and Sales- XBDS - Group
- Join as Jr. Branch Assistance and while working got the Promotion to handle the Sr Admin Executive opeations of branchs of Company - Vijay Cotton and Fibre Co

*Rajendraprasad*

RAJENDRAPRASAD SUDARSHAN YASHWANT