

Vinit Stanislaus

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Professional Summary

Seasoned **General Manager | Administration & HR Leader** with **20+ years of experience** in overseeing and optimizing organizational operations. Proven expertise in **administration, HR, sales, production, procurement, dispatch, and accounts, managing cross-functional teams to drive business efficiency**. Adept at **strategic planning, budgeting, vendor negotiations, compliance, and process optimization**. Passionate about fostering a positive work environment and streamlining processes for enhanced productivity.

Core Competencies

- Strategic Administration & Office Management
- General Management & Leadership
- Budgeting & Cost Control
- Travel, Event & Guest Management
- Vendor, Contract Negotiation & Procurement Management
- Process Improvement & Automation
- Facility & Asset Management
- Security & Risk Management
- HR & Talent Acquisition
- Compliance & Regulatory Liaison
- ERP Systems (SAP, Zoho One, Google Workspace, MS-365)
- Data Analysis (MySQL, Power BI, Tableau)
- Advanced MS Office (Excel, Word, PowerPoint, Access)
- Team Leadership & Performance Management.

Professional Experience

- ❖ **Guardwel Industries Pvt Ltd | Sr. Manager – Administration & HR | Sept 2024 – Present**
 - Oversee all company operations, including administration, HR, sales, service, production, purchase, dispatch, and accounting.
 - Lead a team of departmental heads, ensuring smooth interdepartmental coordination and efficient workflow.
 - Implement cost-saving strategies, process optimizations, and compliance measures to enhance business performance.
 - Direct vendor negotiations, facility management, and risk mitigation strategies for seamless operations.
 - Develop and execute HR policies, employee engagement programs, and performance improvement plans.
- ❖ **Aagam Apparels Pvt Ltd | Manager – Admin & HR | April 2023 – August 2024**
 - Spearheaded administration & HR functions, ensuring organizational efficiency and compliance.
 - Managed budgeting, cost control, and procurement to optimize operational expenses.
 - Supervised travel desk operations, guest relations, and security management.
- ❖ **Bajaj Allianz Life Insurance | HR Analyst (Contract) | April 2021 – March 2023**
 - Led HR analytics, performance management, and talent acquisition initiatives.
 - Coordinated travel, vendor contracts, and payroll processing for optimized HR operations.

❖ **Future18 Technologies | Partner | Jan 2018 – May 2020**

- Managed end-to-end business operations, including sales, administration, finance, and HR.
- Developed and implemented ERP solutions for workflow automation.

❖ **Titan Company Limited | Admin Executive | Aug 2012 – Dec 2017**

- Managed **facility maintenance, statutory compliance, vendor negotiations, and security operations.**
- Spearheaded **budgeting & financial tracking** for administrative expenses.

❖ **Pfizer Limited | Administration Executive (Contract) | May 2010 – Feb 2012**

- Supervised **office operations, inventory management, and compliance procedures.**
- Liaised with **local authorities** for regulatory approvals.

❖ **Mukesh Group of Companies | Administration Executive | Mar 2007 – Jan 2010**

- Coordinated administrative activities, **asset management**, and staff performance evaluations.

❖ **Dream Homes | Office Assistant | Aug 2004 – Feb 2007**

- Assisted in **office administration, vendor coordination, and facility management.**

Education

- Post-Graduation in Human Resource Management | Narsee Monjee Institute of Management Studies
- Bachelor of Commerce | Mumbai University

Technical Proficiency

- MS Office: Advance Level in Word, Excel, PowerPoint, Access.
- ERP Systems: (SAP, Zoho One, Google Workspace, MS-365).
- Data Analysis Tools: MySQL, Power BI, Tableau.

Certifications

- Certified in First Aid & CPR
- Certified in Fire Safety Equipment Usage
- Advanced Training in MS Excel & Data Analytics

Languages

English, Hindi, Marathi and Gujarati.

Personal Details

Date of Birth: 6th April 1985

Marital Status: Married

Hobbies: Listening to music, playing table tennis, tennis, and badminton