

MAHESH J. UGALE

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Industrious **Office Administrator** with **14+ years** of professional, progressive and proactive HR & General Administrative background in the end-to- end **Office and Factory Plant Management, Project Management and Administrative services both in Multinational & Newly Established Local Companies** of domain like **Car Rental, Tours & Travels and Foreign Exchange, Real Estate & Investment, IT(Software & BPO / KPO), Educational Institute and EPC (Oil & Gas)** in areas of **General Administration** such as **Project Coordination, Calendar Management & Meetings, Budgeting, Procurement, Canteen Management, Special Events, Travel arrangements and Safety & Security etc.** for office as well as top executives.

AREAS OF EXPERTISE

Public Relations and Liaison	General Administration	Travel, Transportation & Hospitality
<ul style="list-style-type: none">• Education	<ul style="list-style-type: none">• Facility Management	<ul style="list-style-type: none">• Travel Management
<ul style="list-style-type: none">• Health	<ul style="list-style-type: none">• Building Upkeep	<ul style="list-style-type: none">• Fleet Management
<ul style="list-style-type: none">• Shop & Establishment	<ul style="list-style-type: none">• Asset Management	<ul style="list-style-type: none">• Accommodation (Guest House & Hotel Management)
<ul style="list-style-type: none">• Police Department	<ul style="list-style-type: none">• Safety & Security Management	<ul style="list-style-type: none">• Food Management
<ul style="list-style-type: none">• Fire Department	<ul style="list-style-type: none">• Vendor / Supplier Management	<ul style="list-style-type: none">• Emergency / Incident Management
<ul style="list-style-type: none">• Pollution Control Board	<ul style="list-style-type: none">• Team and People Management	HR Coordinator
<ul style="list-style-type: none">• Food & Drug Admin	<ul style="list-style-type: none">• Pantry & Cafeteria Management	<ul style="list-style-type: none">• Onboarding New Employee
	<ul style="list-style-type: none">• Solid & Biomedical Waste Management	<ul style="list-style-type: none">• Employee File & Record Management
	<ul style="list-style-type: none">• Event Management	<ul style="list-style-type: none">• Feedback Collection Analysis
	<ul style="list-style-type: none">• Budgeting & Cost Control	<ul style="list-style-type: none">• Interpersonal Communication

ACADEMIC CREDINTIAL

HOW I GREW - ACADEMIC's				VI	MPM Master of Personnel Management	Aurangabad Division	Pursuing Jul' 2024
			V	MBA Master of Business Administration	Aurangabad Division	Jan'2020	
		IV	MA Master of Arts	Aurangabad Division	Apr'2017		
	III	BA Bachelor of Arts	Aurangabad Division	Oct'2015			
II	HSC Higher Secondary School Certificate	Aurangabad Division	Mar'2007				
I	SSC Secondary School Certificate	Aurangabad Division	Mar'2005				

PROFESSIONAL PROFILE

Business Entity	Organization Name	Spell of Work	
<ul style="list-style-type: none"> Oil & Gas Industry (EPC – Engineering, Procurement & Commissioning) 	Indus Engineers Private Limited, Taloja, Navi Mumbai, Maharashtra	0	7
<ul style="list-style-type: none"> Oil & Gas Industry (EPC – Engineering, Procurement & Commissioning) 	Petroexcel Technology Services Private Limited, Vadodara, Gujarat	2	0
<ul style="list-style-type: none"> Educational Institute 	VIBGYOR High School, Surat, Gujarat	0	3
<ul style="list-style-type: none"> Educational Institute 	Reliance Foundation School, Koparkhairane, Navi Mumbai, Maharashtra	1	1
<ul style="list-style-type: none"> Educational Institute 	Podar International School, Chakan & Nashik, Maharashtra	2	11
<ul style="list-style-type: none"> Real Estate & Investment Management and Facility Services @ IT 	Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. @ DelleMC2, Pune, Maharashtra	1	2
<ul style="list-style-type: none"> Professional Facility Services @ IT 	HCL Technologies Ltd. @ UBS [(Union Bank of Switzerland) financial services], Pune, Maharashtra	1	2
<ul style="list-style-type: none"> Professional Facility Services @ IT 	SLN Enterprises @ Infosys Technologies Ltd., Pune, Maharashtra	0	10
<ul style="list-style-type: none"> Tours & Travels 	UAE Exchange & Financial Services Ltd., Aurangabad, Maharashtra	0	6
<ul style="list-style-type: none"> Car Rental Industry 	Berggruen Car Rentals Pvt. Ltd., Pune, Maharashtra	2	1
<ul style="list-style-type: none"> Car Rental Industry 	Traveltime Car Rental Services Pvt. Ltd., Pune, Maharashtra	1	1
Total Years of Experience		14 Years	04 Months

HOW I GREW - PROFESSIONALLY

I	Floor Supervisor Transport	Dec'10-Jan'12	II	Site Implant Operation Executive	Feb'12-Mar' 14	III	Travel & Tours Head	Mar'14 – Sept'14	IV	Transport Administration	Oct'14 – Aug'15	V	Sr. Facilities Executive (MULTISKILLED ASSIGNMENT)	Sep'15-Nov'16	VI	Sr. Facilities Executive (MULTISKILLED ASSIGNMENT)	Sep'15-Nov'16	VII	Administrative Officer (MULTISKILLED ASSIGNMENT)	Apr'18-Jan'19 & Feb'19-Apr'21	VIII	Assistant Manager Administration (MULTISKILLED ASSIGNMENT)	Apr'21- May'22	IX	Dy. Manager Administration (MULTISKILLED ASSIGNMENT)	Jun'22-Sep'22	X	Manager Administration (MULTISKILLED ASSIGNMENT)	Sep'22-Aug'24	XI	EA/Admin/HR (Consultant Multiskilled Assignments)	Oct'24 - Till Date
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CAREER COUNTER

17th October 2024 – Till Date associated with **Indus Engineers Pvt. Ltd., Taloja, Navi Mumbai, Maharashtra** as an **EA / Admin / HR Consultant (MULTISKILLED ASSIGNMENT)** with campus of **4,76,254.2sq. ft** with approx. **100 staff**.

***HR Onboarding Coordinator**

- Welcomes new employees and provides them with an introduction to the company culture and values.
- Guides new hires through the onboarding process for a team of 40+ new hires, including completing necessary paperwork and understanding job responsibilities, ensuring smooth transitions and seamless integration into the company.
- Coordinated with IT to set up necessary resources such as systems, accounts and access badges for new hires.
- Monitored onboarding progress and provided ongoing support, resulting in an increase of satisfaction rate and improved new hire engagement.
- Assists with administrative tasks associated with the recruitment, hiring, and onboarding of new staff.
- Maintains records and documentation related to the onboarding of employees to comply with legal and company standards.

***HR Administration •**

- Compilation & processing of attendance data in attendance system.
- Maintaining employees personal files and records.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.

***Employee Engagement •**

- Celebrations – Holi, Uttarayan, Diwali, Ganpati Festival and other company events International Yoga Day etc.
- Effectively managing welfare measures, management - employee get together, picnics, parties & movie screening.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

***Communication and Coordination**

- Act as a liaison between various departments to ensure smooth communication.
- Address facility-related needs and concerns in collaboration with teams.
- Communicate office policies, updates and changes effectively to employees.

Operations Management - Administration

- Oversee and manage daily business operations to ensure efficiency and effectiveness.
- Coordinate across departments to drive project timelines, KPIs, and strategic initiatives.
- Develop and implement standard operating procedures (SOPs) and process improvements.
- Support cross-functional teams with planning, reporting, and issue resolution.
- Monitor budgets, expenses, and resource allocation.

Executive Assistant to MD/Director

- Manage the MD's calendar, scheduling, travel arrangements, and day-to-day workflow.
- Prepare reports, presentations, and briefing materials for meetings and events.
- Serve as a liaison between the MD and internal/external stakeholders.
- Handle confidential and sensitive information with the utmost discretion.
- Organize and coordinate executive meetings, board discussions, and reviews.
- Follow-up ensure timely follow-up on commitments and action items.
- Ad-hoc assignments as instructed by MD from time to time.

19th September 2022 – 3rd August 2024 associated with **Petroexcel Technology Services Pvt. Ltd., Vadodara, Gujarat** as an **Administrative Manager** (MULTISKILLED ASSIGNMENT) with campus of **5,98,169.7sq. ft** with approx. **300 staff**.

KEY RESPONSIBILITIES

Lead Office Administration:

- Manage and spearhead day to day administration tasks professionally.
- Oversee office supplies, equipment and maintenance needs.
- Coordinate meetings, conferences and event arrangements.
- Maintain accurate office records (e.g. inward-outward registers, work permits, bills etc.).
- Supervise supports staff and optimize resource allocation with key focus in cost optimization.
- Generate and manage various reports (e.g. Monthly reports, incident reports, maintenance escalation).

Facility Management

- Oversee day-to-day facility operations ensuring a safe and efficient work environment.
- Manage relationships with vendors, contractors and service providers.
- Coordinate office space planning, utilisation and maintenance.
- Implement and enforce security protocols and emergency response plans.
- Lead office relocations, expansions and renovations.

***Employee Engagement**

- Celebrations – Holi, Uttarayan, Diwali, Ganpati Festival and other company events International Yoga Day etc.
- Effectively managing welfare measures, management - employee get together, picnics, parties & movie screening.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

Communication and Coordination

- Act as a liaison between various departments to ensure smooth communication.
- Address facility-related needs and concerns in collaboration with teams.
- Communicate office policies, updates and changes effectively to employees.

Event and Project Coordination

- Plan and coordinate company events, meetings and functions.
- Execute employee engagement initiatives and projects.
- Coordinate logistics for internal and external meetings and events.

Global stakeholders Management & Cross-Cultural Competences

- Cultivate strategic relationships with local and global stakeholders.
- Demonstrate cross-cultural dynamics for effective communication and collaboration.
- Resolve grievances on a global and local scale to promote a harmonious work environment.
- Foster a culture of discipline, integrity and inclusiveness.

Operational Excellence & Compliance

- Develop and implement administrative policies and procedure.
- Ensure compliance with local regularisations.
- Conduct audits to assess safety standards and identify areas of improvement.
- Manage budgets for administrative functions and achieve cost-saving initiatives.

Team Development and Leadership

- Contribute to build and lead a high performing administration and facilities team.
- Provide mentorship and technical skill development opportunities.
- Foster a collaborative team culture focused on innovation.
- Drive continuous improvement projects to enhance process and operational effectiveness.

Offices Assignment -

- Responsible for taking regular facility rounds to identify issues in housekeeping, maintenance, Security, canteen and pest control and initiate immediate rectification of an actions.
- Responsible for facility upkeep and 100% business uptime for the employees.
- Expertise in managing client relations, people management, key deliverables and overall facility management operations.
- Generation of comprehensive MIS reports to the client/management, as per schedule drawn in the contract.
- To ensure all office equipment, including photocopier, fax machines and printers are in good working condition and evaluating service level of the contractors for the same.
- To report and submit purchase request for client approval with regards to facility related consumables, purchase from approved supplier and inventory record. * Initiate various cost saving and process improvement initiatives.
- Receiving and handling incoming invoices, verify and submit to the client for approval, follow up with the accounts up to release of payments and prepare reports to management.
- In charge of ordering and procurement of office stationery, printer cartridges, tea / coffee vending machine consumables and housekeeping consumables and ensuring minimum stock of all on the site.
- Coordinate with the management during VIP client visits and major events with regards to their office pickup & drops, desk setup, pantry and food arrangements.
- Coordinate with building management team (Blue Ridge / Schneider) for regular maintenance and repairs.
- Audit the client premises to identify major property risk including occupational health and safety, fire safety and essential services. Ensuring that basic facilities, such as water and heating, are well-maintained.
- Ensure managing basic health hygienic atmosphere into cafeteria and entire floor.
- Participate in emergency evacuation procedures including crisis management and business continuity plan.
- Briefing the housekeeping, maintenance, grounds and security staff on site regarding the work procedures and ways of improving.
- Reporting snags to the Facility Manager, also assisting in closing the snags.
- Always works to minimize risk and liability to an organization and optimize the facility's performance which includes keeping the employees and the customers comfortable.

Jun'22-Sep'22 with VIBGYOR High, Magdalla, Surat as a Dy. Manager Administration (MULTISKILLED ASSIGNMENT) for campus of 90,819.4sq. ft with approx. 1500 students & 140 staff.

Apr'21- May'22 with Reliance Foundation School, Koparkhairane, Navi Mumbai as a Assistant Manager - Administration (MULTISKILLED ASSIGNMENT) for campus of 95,718.6sq. ft with approx. 1500 students & 200 staff.

Feb'19-Apr'21 with Podar International School, ICSE, Nashik and Apr'18-Jan'19 with Podar Education Complex, PIS, PJK [CBSE] & PBS [SSC], Rohkal, Chakan, Pune as a Administrative Officer (MULTISKILLED ASSIGNMENT) for campus of 3,30,000 sq.ft with approx. 2500 students & 200 staff.

KEY RESPONSIBILITIES

- Ensures that the school is provided with all kinds of administrative & facilitative services – administrative staff support, housekeeping & physical arrangements for classrooms & labs, along with basic essential services like horticulture, water supply & sanitization, power & electricity, EPABX telephone, Fax machines, transportation for students, as well as teachers & special visitors etc.
- Assists & supports GM, Principal & teachers in carrying out entire various gamut of Administration and led the efforts across planning & budgeting of administration expenses & work towards minimizing operational expenses/ costs. As per outlined policies, set standards / guidelines and implementing the procedures to meet organizational goals.
- **Office Stationery and Housekeeping** - Order office stationery, supplies for school by filling up the requisition form i.e., PR by obtaining approval from GM & Principal, order the goods to supplier, check their conditions upon receipt make sure the invoice is correct, and send it to the in charge of accounts payable in accounting.
- **Asset Management System (AMS)** - Managed physical infrastructure facilities.
- **Annual Maintenance Contract (AMC)** - Oversees the work performed by the external & internal agencies as well as contract agencies in maintaining the services to the satisfaction that it involves RO, DG set, Water Coolers, Pest Control and Fire System etc.
- **Security management** - Ensures that the security personnel are rostered properly and are doing their jobs.
- **Transport management** - Coordinate with the transport supervisor & vendor to ensure that school students are picked up and dropped back on time at their respective locations.
- **Files Management** - Organize a filing system for important and confidential official documents. Manages the files and entries to make sure the benefits and allowances of the main activities ensure the exact payment.
- **Reports and Presentations** - Prepare with statistical data, as assigned - daily, weekly, Fortnight, monthly records & SOPs & share it to the respective authority, checklists for smooth functioning of long-term operations.
- Liaison with various government / external agencies / departments, organizations & neighbouring societies.
- Dealing with professional matters where relevant to the activities of disciplines and in particular, the educational requirements of professional accreditation bodies.
- **Branding Activities** – Co-ordinate with the marketing team for promotional activities of the school in the respective region for to improve rates of admissions starting from the budget finalization till its execution.
- Administrative arrangements of various school programmes annual excursion & field visits that it consist of seminar / workshop / training / periodic get-togethers or hub meeting etc.
- **Miscellaneous** - Willingly take up and complete several miscellaneous tasks as when required.

Feb'17-Apr'18 with Jones Lang LaSalle Property Consultants (JLL - India) Pvt. Ltd. Pune as a Sr. Facilities Executive (MULTISKILLED ASSIGNMENT) at Dell EMC2 for campus of around 5,80,000 sq.ft with approx. 3,500 employees.

Sep'15-Nov'16 with HCL Technologies Ltd. Pune as a Sr. Facilities Executive (MULTISKILLED ASSIGNMENT) for a campus of around 4, 60,000 sq.ft with approx. 3,500 employees.

KEY RESPONSIBILITIES

- Responsible for taking regular facility rounds to identify issues in housekeeping, maintenance, Security, canteen and pest control and initiate immediate rectification of an actions.
- Responsible for facility upkeep and 100% business uptime for the client.
- Expertise in managing client relations, people management, key deliverables & overall facilis operation.

- Generation of comprehensive MIS reports to the client/management, as per schedule drawn in the contract.
- To ensure all office equipment, including photocopier, fax machines and printers are in good working condition and evaluating service level of the contractors for the same.
- To report and submit purchase request for client approval with regards to facility related consumables, purchase from approved supplier and inventory record. * Initiate various cost saving and process improvement initiatives.
- Receiving and handling incoming invoices, verify and submit to the client for approval, follow up with the accounts up to release of payments and prepare reports to management.
- In charge of ordering and procurement of office stationery, printer cartridges, tea / coffee vending machine consumables and housekeeping consumables and ensuring minimum stock of all on the site.
- Coordinate with the management during VIP client visits and major events with regards to their office pickup & drops, desk setup, pantry and food arrangements.
- Coordinate with building management team (Blue Ridge / Schneider) for regular maintenance and repairs.
- Audit the client premises to identify major property risk including occupational health and safety, fire safety and essential services. Ensuring that basic facilities, such as water and heating, are well-maintained.
- Ensure managing basic health hygienic atmosphere into cafeteria and entire floor.
- Participate in emergency evacuation procedures including crisis management and business continuity plan.
- Briefing the housekeeping, maintenance, grounds and security staff on site regarding the work procedures and ways of improving.
- Reporting snags to the Facility Manager, also assisting in closing the snags.
- Always works to minimize risk and liability to an organization and optimize the facility's performance which includes keeping the employees and the customers comfortable.

Oct'14 – Aug'15 with Infosys Technologies Ltd., Pune as a Transport Administration

Mar'14 – Sept'14 with UAE Exchange & Financial Services Ltd., Aurangabad as Travel & Tours Head

Feb'12-Mar' 14 with Berggruen Car Rentals Pvt. Ltd., Pune as a Infosys Implant-Operation Executive

Dec'10-Jan'12 with Traveltime Car Rental Pvt. Ltd., Pune as a Floor Supervisor – Transport

KEY RESPONSIBILITIES

- Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner.
- Prepared reports on the working of the Transport department (vehicle & driver checklist, OTA & OTD report along with MIS and all operations related documentation - Team Transport - Quarter end) & forwarded the same to the Manager.
- Effectively worked on the preparation of the travel routes to minimize the employee's travel time. Through changing or modifying weekly, daily route planning within defined parameters.
- Maintained working knowledge of streets, current bus routes and stops within the grid as well as RTA's current fare structure and bus pass programs.
- Provided employee's service information in a courteous, professional manner. This included operating the automated stop announcements system and stating stop and employee information announcements over the employee address system, and properly answering questions and solving transit-related concerns of Commuters.
- Managed all associated transportation costs as per the given budget & targets.
- Promoted safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members.
- Vendor interaction and payments process with accuracy.
- Ensured all staff who are on the staff list provided by the Client or only staff listed on the roster sheet for that particular shift are picked up safely & precisely.
- Pick-up and Drop coordination - Operations management and movement tracking to ensure timely

arrivals and departure with safety and accuracy.

- Managed Adhoc requests in a timely manner. Ensure in case where other staff require pick that approval is received from transport before pick up.
- Ensured employees mark their boarding time, last drop time and initial in the pickup/drop list held by the driver.
- Ensured Transport security staff should enter the start time or end time and Kilo meters reading in the log book for each vehicle on departure.
- Compliance Management Driver and Vehicles - Monitored, updated and maintained all the necessary legal documentation of transport operations with operational and safety norms.
- Completed over speeding, accident and incident reports accurately and legibly as necessary at the end of scheduled shifts.
- Communicate with the help desk on Radio as and if need arises.
- Direct investigations to verify, resolve and manage transport related queries and complaints courteously and efficiently.
- Managed quick rent club process to minimize line waits and promote fast, friendly service.
- Responded to corporate wide e-mail requests regarding questionable files and responded to all email within 24 hours.
- Assisted to customers in the escalated queries over the phone / email.
- Coordinated with the workshop department regarding the maintenance of the vehicles.
- Maintained brand identity throughout the operation.
- Reservation and ticketing of all domestic and international air booking requests received from the client.
- Handled corporate air travel both onsite and offsite as point-of-sale operations executives, supervisors and managers.
- Timely follow up and closure of any pending requests for travel requests.
- Maintained records of airline and other supplier promotions for effective use in bookings.
- Convert all queries into sale by conforming to client defined SLA.
- Any other duties which commensurate with the nature of the post.

PERSONAL STRENGTH

- Ability to work effectively with all levels of an organization.
- Detail oriented and analytical with solid organizational skills.
- Able to lead by example.

ACHIVEMENTS

- Got first prize in state level rugby.
- Got first prize in swimming held at Aurangabad.

PERSONAL DOSSIER

Date of Birth	:	06-02-1990
Marital Status	:	Married
Languages	:	English, Hindi and Marathi
Current Address	:	Nanak Niwas Plot No. 24, Road No.4, Sector 1, New Panvel (East), Mumbai, Maharashtra – 410206.
Permanent Address	:	N-9, M-2, 99/1, Sant Dnyaneshwar Nagar, Near Jain Temple, Opp. Traffic Police Station, Hudco, Aurangabad, Maharashtra – 431001.

DECLARATION

I hereby declare that all the information provided by me in the curriculum vitae is true and best of my knowledge and I accept the responsibility for any misrepresentation.

Place: -

Date: -

MAHESH J. UGALE.