

# Mangesh Daware

Manager – Administration



## PROFILE SUMMARY

### Senior Manager Administration (Facility, General, IT, Legal)

A dynamic Admin Professional with 15 years of experience in General Administration, All Facility Management, Travel Desk Management, Infrastructure development, Maintenance, Vendor Management, IT support, Audit and overall administration functions.

**Mangesh V. Daware**  
[mangesh.daware@gmail.com](mailto:mangesh.daware@gmail.com)  
**Contact Number. -9765407381**

Aaradhyaraj Residency, Flat no. 204, 2<sup>nd</sup>  
Floor, Sr. No.89B/1B, More Vasti Road,  
Manjari (bk), Hadapsar, Pune-412307.

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## CAREER OBJECTIVE:

To pursue a growth-oriented position in a challenging environment by utilizing the skills that I developed over a period in Administration, Organizational & for myself growth.

## Key Skills

- IT- Non IT Procurements
- New Office Setup & Space Management
- Travel Management
- Hotel Bookings
- Event Management
- Vendor Management
- Facility Management
- Cafeteria Management
- Operational Excellence & HR Assistance
- Cost Analysis

## CAREER ACHIEVEMENT

- ❖ Proved ability to develop administrative functions & procedures with cost effective ideas in Entytle India Pvt. Ltd. And Promoted as Senior Manager Admin.
- ❖ 10% cost saved through vendor assessment & vendor management at Athashri- Paranjape Schemes Construction Ltd.
- ❖ 5% cost saving through Travel management by restructuring & optimization.
- ❖ Achieved 10% cost reduction by proper planning & utilization of the office supplies.
- ❖ Effective Facility management, space allocation, vendor management & cafeteria management in Systems Plus Technologies.
- ❖ Superb communication skills, both written & spoken.

## **WORK EXPERIENCE**

- ❖ Working in **Entytle India Pvt. Ltd.** As **Manager Administration** from Aug 2017 to July 2024.

### **Areas Expertise (In Details)**

- **IT** – Laptop procurement & assign to new user, Responsible for Sophos Endpoint Security, VPN Access, Jump cloud, involved into onboarding & off boarding formalities.
- **Budget planning, Control & Management:** - Planning & implementation of annual budget for the entire administration & facility.
- **Vendor Management:** - All types of procurement, Vendor finalization, rate contracts & service level agreements. Interaction with vendor for optimum & cost-effective utilization. Timely review & upkeep of the standby vendors. Procuring all stationery, housekeeping & electrical material, company branding/promotional material T-shirts, Laptop Bags etc. & general items based on requests pertaining to the admin help desk.
- **Operational Management:** - Maintenance & upkeep of office premises. Maintenance of furniture & fixtures, masonry, plumbing, HVAC, electric, transformers & Genset, RO plants, Lift, UPS, Fire Safety system, pest control, Canteen Management, Acquiring new offices, infrastructure set-up, co-ordination for the architectural/aesthetic responsibilities of interior & exterior plans.
- **Space Management:** - Coordinate office moves & space planning. Setting up new offices.
- **Travel Management:** - Taking care of Domestic & International travel, Hotel Bookings, Cab arrangements, conference & banquets hall arrangements.
- **Assets Management:** - Accountability & maintenance of all inventories & keeping data of all property (including imported & indigenous material. Ensuring timely insurance, repair/replacement of the assets.
- **Health & Safety environment:** - Managing sewage treatment plant, Govt. compliances towards electricity, pollution control, Fire & Safety, Fire hydrant & sprinkler system, worker safety as per the international standards.
- **Security, Locks & Access control System:** - Ensuring physical security & vigilance for man & material to inculcate safety function. Biometric access control & CCTV enabled for entire areas. Smoke & fire detection system. Passive defense/ Mock drill carried out for all staff/employee to ensure awareness about the emergency procedures as per the organization safety program.  
Ensuring discipline regarding safety & security for all keys including duplicate keys that are issued to the staff.
- **Canteen/ Pantry & Cafeteria Management:** - Forming & leading food committee. Stringent food quality & safety measures to ensure compliance towards hygiene & sanitation.
- **Liaising / Statutory Fulfilment Norms:** - Liaising with Government, Semi government & private authorities like PF, Labor commissioner, MSEB, Municipal Corporation, Police Dept. etc on behalf of company.
- **Housekeeping & Security Management:** - Manpower management & planning. Guidance to subordinates for daily/weekly/Fortnightly & monthly work routine. Team review for successful & productive housekeeping & security management. Implement & execute SOP & Periodically Fire Drill & security awareness programs to ensure Security Alertness.
- **Inter office co-ordination:** - Supervision & support for all admin related activities of all subordinates.
- **Superior work Ethics:** - Being extensive hands of experience, have serve intimation towards loyalty, discipline & integrity, Capability to achieve the desired goal along with the other team members.  
Ensuring comfort to the employees without compromising on organization security policies & ethics

- ❖ **Athashri- Paranjape Schemes Construction Ltd.** As a **Resident Manager** from Sept 2015 to Aug 2017.
- ❖ **Systems Plus Transformations LLP (Magarpatta City)** as a **Sr. Admin Executive** from Feb 2012 to Feb 2015.
- ❖ **Emerson Network Power (I) Pvt. Ltd.** As Accounts cum Admin Incharge from Mar 2006 to Jan 2012.

**Personal Information:**

Social Link : <https://www.linkedin.com/in/mangesh-daware-4823603b/>

**EDUCATIONAL QUALIFICATION:**

- ❖ B.com - Bachelor of Commerce, From Pune University in 2011.
- ❖ H.S.C. from Maharashtra State Board in 1998, Pune.
- ❖ S. S. C. from Maharashtra State Board in 1996, Pune.

**COMPUTER KNOWLEDGE:**

- ❖ ADCA Course: Advance Diploma in Computer Application - MCED
- ❖ Accounting Courses -Tally Graduate 7.2& 9.2 –From PC Ware
- ❖ Computer Basic, Ms- Word, Ms- Excel, Ms- Power Point, Internet & Email

**HOBIES:**

- ❖ Internet Surfing
- ❖ Learn & adopt new things, work culture

**DECLARATION:**

I hereby declare that the above-mentioned information is accurate to the best of my ability, and I bear the responsibility for the correctness of the particulars mentioned above.

**Thank You.**

Mangesh V. Daware  
9765407381