

MIHIR MEHTA

HEAD ADMIN & FACILITY

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SUMMARY

Results-driven Admin Head & Facility Lead with a proven track record in driving operational excellence, optimizing resources, and implementing innovative solutions to enhance workplace efficiency. Adept at strategic planning, vendor management, cost control, and process automation, ensuring seamless facility operations and a high performance work environment. Passionate about leveraging technology and best practices to streamline administration, improve compliance, and support organizational growth

WORK EXPERIENCE

Office Flow Plus, Head Admin & Facility Management FEB 2024 - NOV 2024

- Oversee and manage the administrative team across India, providing guidance, training, and performance evaluations.
- Design, execute, and uphold administrative processes, procedures, and policies.
- Develop and monitor the administrative budget, ensuring efficient and cost-effective operations.
- Handle both domestic and international travel arrangements.

Nearby Technologies Pvt Ltd, Sr. Manager Admin NOV 2019 - FEB 2024

- Supervise and lead the administrative team pan India, guiding, training & evaluating performance.
- Develop, implement & maintain administrative systems, procedures, and policies.
- Prepare and manage the admin budget, ensuring cost-effective operations.

Pizza Hut JUL 2015 - AUG 2019

- Responsible for overseeing daily store operations, facility management, vendor coordination, and cost control to ensure smooth business functioning.
- Leads administrative processes, inventory management, and compliance adherence while optimizing operational efficiency.

Prime Focus World, Asst. Manager Admin SEP 2012 - DEC 2014

- Managed Pan-India budget planning and expense tracking to ensure cost efficiency.
- Oversaw vendor onboarding, negotiations, and invoice processing for seamless operations.

ACE Software Solution, Admin Executive APR 2008 - SEP 2012

- Managed housekeeping, security, and office support staff to ensure smooth daily operations.
- Gained hands-on experience in administrative tasks and day-to-day office management.

KEY SKILLS

- Facility Mgt & Office Administration
- New Office Project Mgt
- Execution ISO Compliance
- Quality Assurance Budget
- Control& Financial Management
- Cost Efficiency
- Expense Management Vendor
- Relationship Management Process
- Automation & Optimization Team
- Leadership & Performance Management

KEY RESULT AREAS ACROSS THE CAREER:

Office Management

- Effectively managed office operations, liaising with building authorities, landlords, and vendors for seamless day to-day activities.
- Ensured timely renewal of contracts, agreements, and AMCs, ensuring operational compliance.
- Oversaw housekeeping, security, and bouncers, ensuring safety and efficiency across the office premises.
- Ensured adherence to statutory compliances, liaising with regulatory bodies as needed.

Budget Planning & Dashboard Management

- Led annual budget planning by forecasting annual, quarterly, and monthly budgets, aligning them with financial strategies.
- Provided Budget vs. Actual reports to track performance and manage Capex & Opex expenses. Created and maintained MIS, tracking, and invoice management systems to ensure timely and accurate financial tracking.

Financial Management

- Managed facility budgets and expenses, ensuring alignment with financial goals and efficient resource allocation.
- Forecasted and planned for future facility needs, supporting long-term sustainability and growth

Project Management

- Spearheaded the planning, execution, and oversight of facility projects across Pan India, ensuring successful and timely completion.
- Demonstrated strong scheduling, budgeting, and resource management skills to optimize project delivery and align with organizational goals.

Space Planning

- Optimized space utilization and layout design, ensuring efficient office operations and a conducive work environment.
- Expertly managed office relocations, expansions, and renovations, meeting business needs and minimizing downtime.

Purchase & Tendering/Quotation Management

- Developed and streamlined purchase processes, procedures, and SOPs to maintain budget adherence and smooth procurement operations.
- Managed PO processing, invoice billing, and ensured approval matrices were followed for transparency and efficiency.

Vendor Management

- Negotiated contracts and fostered strong vendor relationships, ensuring highquality service delivery and cost effective solutions.
- Coordinated with service providers, contractors, and suppliers to streamline operations and maintain high service standards.

Repair & Maintenance

- Oversaw civil, plumbing, and electrical work, ensuring timely and efficient repairs to maintain operational efficiency.
- Managed HVAC, VRV systems, DG Sets, UPS, and electrical panel maintenance, ensuring uninterrupted facility operations Maintenance Expertise Applied extensive knowledge of building systems (HVAC, electrical, plumbing) to ensure smooth operations and proactive maintenance.
- Led routine maintenance and repair operations, overseeing teams and ensuring minimal disruptions to business activities.

Travel Management

- Coordinated corporate and local travel, including flight, hotel, and vehicle bookings, optimizing costs in line with company policies.
- Fostered relationships with major airlines and corporate travel services (e.g., OLA/UBER) for cost-effective solutions. Managed international travel, including visa processing, documentation, and coordination for accommodations and transportation.
- Oversaw expat management, including visa processing and documentation for smooth relocation and onboarding

NOTABLE ACCOMPLISHMENTS :

- Automated office administration processes, resulting in an increase in operational efficiency & a reduction in errors across day-today activities
- Developed & implemented realtime dashboards, providing visibility into Pan India expenses, leading to an improvement in financial control & informed decision-making.
- Created and streamlined processes, procedures, and SOPs for the Admin Department, ensuring compliance with ISO policies and enhancing operational effectiveness.
- Maintained rigorous ISO compliance, ensuring document upkeep and successfully passing three consecutive audits with zero non-conformities.
- Organized and executed quarterly fire drills, establishing fire safety processes that led to an improvement in safety compliance across the organization.
- Achieved three consecutive years of successful ISO audits with zero non-conformities, demonstrating adherence to industry standards.
- Led the construction and setup of office spaces ranging from 2,000 sq. ft. to 30,000 sq. ft., delivering office spaces on time and within of budget.
- Managed end-to-end office buildouts, from preparing Bill of Quantities (BOQ) to final handover, ensuring space utilization efficiency and successful operational readiness.
- Efficiently managed travel arrangements with an annual budget exceeding ₹10 cr., optimizing travel expenses and achieving a reduction in overall travel costs
- Streamlined travel management processes, improving coordination for over domestic and international trips annually, reducing costs by while maintaining seamless travel experiences

EDUCATION

- Graduate In Commerce

COMPENSATION

- Current Salary – 12 lacs (Fixed & Variable)
- Expected salary – 15 lacs
- Notice Period – Immediate Joining

PERSONAL INFORMATION

- Residing in Mumbai, Borivali with parents.
- Father runs a business in Gujarati drama.
- Mother is a retired government teacher.
- Wife owns Avaa Salon in Kandivali.
- Blessed with two children.