

SANJEEV SINHA

Manager - Administration & Facilities

+91-7043039466

sanjeevsinha5@outlook.com

Gandhinagar, Gujarat



CORE COMPETENCIES

General Administration

Facilities Management

Operations Management

Budgeting & Cost Control

CAPEX & OPEX Planning

Inventory Optimization & Asset Management

Risk Mitigation

Distribution, & Logistics Management

HSE Audits & Compliance

Vendor Management

Team Leadership & Development

Workforce Management

Process Improvement

Outsourcing & Third-Party Contracting



EDUCATION

- B.Com.** from Yashwantrao Chavan Maharashtra Open University, 1997, Grade: 1st Class



SOFT SKILLS

Direction & Vision

Mentoring & Coaching

Leader & Planner

Effective Communicator



PERSONAL DETAILS

Date of Birth: 1st December 1973

Languages Known: English, Hindi, and Gujarati

Passport Details: T7831421 (Validity - 2029)

Results-driven professional with **25+ years** of experience in **Administration, Facility Management, & Operations**, seeking a senior-level role to leverage my expertise in strategic planning, cost control, and team leadership. Committed to driving operational efficiency, streamlining processes, and fostering sustainable growth through effective resource management and innovative solutions.



PROFILE SUMMARY

- Proficient in General Administration:** Oversaw facility upkeep, ensuring compliance with regulations, optimizing resources, and coordinating with vendors, service providers, and government officials to maintain efficient operations.
- Expertise in Facilities & Resource Management:** Proficient in overseeing national warehouse operations, facility maintenance, and asset management. Demonstrates excellence in vendor management, procurement, & ensuring compliance with governmental regulations, while enhancing sustainability & operational integrity through resource optimization.
- Transformational Leadership in Cross-Functional Team Management:** Skilled in guiding teams across diverse administrative functions, human resources, security, & maintenance. Known for effective communication, strong relationship-building, & fostering a culture of collaboration & high performance to achieve organizational goals.
- Financial Acumen in Budgeting, Cost Control, & Forecasting:** Experienced in CAPEX & OPEX planning, cost-effective budgeting, and financial analysis to ensure optimal resource allocation while maintaining strict cost controls. Adept at implementing strategic financial decisions to achieve operational excellence.
- Risk Mitigation & Compliance Expert:** Expertise in conducting international audits, including Health and Safety, Information Security, & Business Continuity. Played a pivotal role in ISO & compliance audits, ensuring risk mitigation, safety standards, & organizational certifications are met consistently across global operations.
- Innovative Problem Solver & Change Agent:** Recognized for initiating key projects such as electrical infrastructure upgrades, process standardization, & implementing cutting-edge technologies to improve operational workflows. Proven ability to adapt to dynamic business needs, streamline administrative systems, & support organizations in achieving continuous improvement and growth.



CAREER TIMELINE (Recent 6 Organizations)



KEY ACHIEVEMENTS

- Led PMC project** at Minosha India Ltd. (formerly Ricoh India), ensuring successful execution.
- Oversaw **electrical infrastructure upgrade**, including HT breaker replacement, LT panel, cabling, and new light pole installation.
- Standardized operations** at Minosha's Repair & Refurbishment Center and National Logistics Centre.
- Developed and implemented **Domestic Travel and Communication Policies** PAN India, streamlining operations.
- Negotiated **cost-effective Vodafone CUG plans** at NSI Infinium Global.
- Streamlined HR, IT, and security processes** at Flourish Group, boosting performance.
- Coordinated **ISO 27001, TL 9001, and BSI BS22301 audits** at Bharti Airtel Ltd. Gujarat.
- Led **CMO Compliance and Health & Safety audits** at IBM Daksh GPS, Gurgaon.
- Implemented **FM Service Management Tool** and Benchmarking Tools at Bharti Airtel Ltd. and IBM Daksh GPS.
- Coordinated **Annual Fire Evacuation Drills** at Bharti Airtel Ltd. and IBM Daksh GPS.



WORK EXPERIENCE

Sep'17-Jul'25 : MINOSHA INDIA LIMITED as Manager - Administration & Facilities

Key Result Areas:

- ❖ **Facility Management & Maintenance:** Oversee the upkeep of the warehouse facility, ensuring routine and preventive maintenance activities are carried out effectively to maintain a safe, hygienic, and sustainable work environment, adhering to the 5S standards.
- ❖ **Workforce Administration & Compliance:** Ensure timely submission of relevant compliance documents to local government authorities. Obtain monthly compliance documents from the contractual manpower service provider & forwarding them to the Head Office team.
- ❖ **Regulatory Compliance:** Ensure strict adherence to state government compliances and regulations, coordinating with local authorities and regulatory bodies to meet operational and safety requirements.
- ❖ **Resource Optimization & Infrastructure Management:** Manage resources such as water, electricity, packing materials, and cleaning supplies, ensuring they meet operational needs while minimizing waste and optimizing consumption.
- ❖ **Personnel & HR Management:** Supervise attendance records for all warehouse employees and security personnel, ensuring payroll processing, timely salary disbursements, and compliance with labor regulations.
- ❖ **Vendor Management & Procurement:** Oversee procurement of necessary materials, ensuring timely orders, proper coordination with vendors, and validating invoices for payment as per contractual agreements.
- ❖ **Warehouse Operations & Process Standardization:** Standardize and optimize warehouse operational processes, from dispatch verification to logistics coordination, ensuring maximum productivity and labor efficiency.
- ❖ **E-Waste Management:** Oversee the entire e-waste management process, including coordination with internal teams, obtaining necessary approvals for scrapping, and ensuring compliance with recycling and documentation protocols.
- ❖ **Insurance Claim Processing:** Manage the processing of transit/wet damage and lost in transit insurance claims, coordinating with service engineers, insurance brokers, and providing necessary documentation to ensure smooth claim resolution.
- ❖ **Project & Infrastructure Supervision:** Lead new project initiatives, monitor day-to-day repair and maintenance work, and ensure that all infrastructure upgrades and installations (such as CCTV systems) are executed according to specifications.

Jun'16-Aug'17: NSI INFINIUM GLOBAL PVT. LTD. as Manager – Admin & Facilities

Key Result Areas:

- ❖ **Workforce Deployment & Management:** Oversaw the deployment of housekeeping and security personnel across 4 offices and 9 warehouses, ensuring adequate coverage and maintaining operational efficiency.
- ❖ **Housekeeping & Office Maintenance:** Ensured the upkeep of offices and warehouses, providing a clean, safe, and healthy working environment for employees, adhering to company standards for hygiene and facilities.
- ❖ **Physical Security Management:** Managed the physical security of company facilities, ensured proper security personnel deployment, addressed security concerns, and ensured safety protocols were followed.
- ❖ **Centralized Repair & Maintenance (R&M):** Supervised centralized R&M activities, ensuring timely execution of repairs and maintenance tasks by local admin teams while ensuring minimal disruption to operations.
- ❖ **Vendor & Contractor Management:** Oversaw procurement and vendor contracts, ensured that business requirements were met, and managed vendor relations to ensure timely and cost-effective services.
- ❖ **Financial Control & Cost Management:** Monitored administrative expenses across all facilities, ensured they remained within budget, and implemented cost reduction strategies without compromising operational standards.
- ❖ **Procurement Management:** Managed procurement activities for both administrative and IT requirements, including cost comparison, vendor negotiations, and final approvals of purchases, ensuring efficiency and cost-effectiveness.
- ❖ **Asset Management:** Ensured quarterly asset verification across all locations, collaborating with accounts personnel to maintain up-to-date and accurate asset records at the central level.
- ❖ **Special Projects & Infrastructure Development:** Led & supported special projects, including exploring new commercial properties, setting up new administrative setups, & ensuring the provision of necessary infrastructure for offices, warehouses, & logistics centers.



PREVIOUS WORK EXPERIENCE

Feb'15-Jun'16:	FLOURISH GROUP (FLOURISH FOOD PRODUCTS PVT. LTD. & FLOURISH PUREFOODS PVT. LTD.) as Assistant Manager – Admin, HRM & Social Initiatives
Jul'14-Feb'15:	ACCELERATE PRINT WORKS (FORMERLY ACCELERATE MEDIA NETWORK SOLUTION) as Assistant Manager – Admin & Operations Manager
Jun'11-Jun'14:	JONES LANG LASALLE PROPERTY CONSULTANTS PVT. LTD. as Manager – Integrated Facilities Management
Jun'10-Jun'11:	DDB WORLDWIDE (FORMERLY IGNITE MUDRA PVT. LTD.) as Assistant Facilities Manager
Feb'09-Apr'10:	AVENTURE INFRASPACE LIMITED as Assistant Manager– Administration
Jul'08-Jan'09:	CYBELE PARADISE PVT. LTD. as Regional Manager – Operations
Oct'07-Jul'08:	CINEMETA ENTERTAINMENTS PVT. LTD. as Cluster Manager– Operations
May'07-Oct'07:	PIRAMAL GLASS LIMITED (FORMERLY GUJARAT GLASS LTD.) as Executive – Administration
Dec'01-May'07:	INTAS PHARMACEUTICAL LIMITED as Officer – Administration
Nov'99-Dec'01:	SAKET PROJECTS LIMITED as Executive – Administration