



Dinesh Jagdish Singh

Ganga Apt, 201, D wing, 2nd Floor, Near Chetna School, H. M Road, Kalyan East:
421306.Email: singhdin88@yahoo.com; Mob: 919967758881.

- Offering over 17 years of experience in end to end Administration Management. My core strengths is End to End General Administration & Facility Management, Refurbishment, Renovation , Vendor & Supplier Coordination, Building Maintenance, Procurement & Asset Management, Travel, Transport & Event Management, Security & Safety Management, Cafeteria & Guest Service Management, Logistic Management & Fleet Management, Budgeting & Cost Control, MIS management.
- Expertise in time management, decision-making, and problem-solving with a track record of optimizing operational efficiency and maintaining organizational standards. I'm well-versed in handling statutory liaising with government bodies (MPCB, MIDC, NMMC, BMC, Fire Department, etc.), and ensuring timely renewals of Fire NOC, trade licenses, Shop & Establishment certifications, and pollution clearances.
- I've also led corporate travel and transport desks, organized company events, managed cafeteria operations, and coordinated fleet logistics—all while maintaining budgets and delivering service excellence.
- Microsoft Office Suite (Word, Excel, Power Point, Outlook)
- **Currently working as a Manager Administration & Facility at ESCON Elevators Pvt Ltd, Navi Mumbai.**

EDUCATION QUALIFICATION

Degree	University/Institution	Year
B.Com	Mumbai University	June 2008
H.S.C.	Mumbai University	June 2005
S.S.C.	Mumbai University	June 2003
Basic Computer Course	CMIT(Ms. Office,)	Sep 2008

FIRE FIGHTING CERTIFICATION

Name of the Certificate	Institution	Year
Fire Prevention & Fire Fighting	United Marine Academy	Oct 2022
Personal Survival Techniques	United Marine Academy	Oct 2022
Elementary First Aid	United Marine Academy	Oct 2022
Personal safety & Social Responsibility	United Marine Academy	Oct 2022

PROFESSIONAL EXPERIENCE

- Feb 25 -Till: Manager - Administration & Facility with ESCON Elevators Pvt Ltd. Navi Mumbai.
- June 23 - Oct 2024: Manager Administration with ZEEL Rainwear. Thane & Bhiwandi
- Jan - 2013 to Aug 2023: Assistant Manager Administration with StockHolding Document management Services Limited, Navi Mumbai.
- Feb - 2010 to Dec 2012:-Assistant HR & Administration with Remanika Apparels Pvt Ltd (Ritz Fashion), Mumbai.
- Sept - 2008 to Feb 2010:-Executive Operation with HBL Global Pvt Ltd (HDFC Bank Ltd). Mumbai.

Organization: ESCON Elevators Pvt Ltd
Manager – Administration & Facility : Feb 2025 – Till Date

Building Infrastructure Management

- **Facility Setup (End-to-End Project & Infrastructure Management):** Oversee all end to end administrative for Head Office, Pan India branches & Manufacturing Plant ensuring smooth Branch operations and facility maintenance across multiple office locations.
- **Repair & Maintenance:** Oversee the maintenance, repair, and upgrade of office infrastructure, ensuring a safe, functional, and efficient working environment across multiple locations. Manage facility-related projects, space planning, and allocate resources for optimal office performance.

Lessee & Agreement Management

- **Property Sourcing & Lease Negotiation:** Identify and secure suitable premises for business growth. Conduct thorough due diligence on property documents, ensuring authenticity and free of any liens or mortgages. Negotiate lease terms, including rent, security deposits, and legal obligations.
- **Liaison with Brokers, Landlord, Branch Managers & Legal team:** Work with brokers and branch managers to present office options, rent trends, and commercial terms to management. Facilitate discussions between landlords, branch managers, and the company's corporate Legal team to finalize the lease agreements.

Procurement Management & Assets Management

- **Vendor Selection & Procurement:** Manage the procurement process for goods and services by inviting, evaluating, and finalizing vendors. Negotiate pricing and terms to secure the best value for the organization. Ensure the proper allocation of assets across departments and locations in alignment with operational needs.
- **Purchase Order (PO) Management:** Oversee the issuance, tracking, and timely closure of all purchase orders (PO). Ensure proper documentation is maintained and establish a well-organized filing system for both electronic and paper records. Regularly monitor and assess vendor performance to ensure compliance with service and delivery standards as per contractual agreements.
- **Asset Tracking & Documentation:** Implement and maintain an efficient asset tracking system, ensuring that all assets are accurately recorded with asset codes and categorized. Maintain both digital and physical records, including purchase invoices, warranty details, and maintenance history.
- **Asset Disposal & Write-off:** Manage the process for asset disposal, ensuring compliance with company policies and environmental regulations. Oversee the proper write-off of obsolete or damaged assets, ensuring appropriate documentation and approvals.

Vendor Management & Annual Maintenance Contract (AMC) Management

- **AMC Contracts:** Oversee and manage AMCs for essential office infrastructure, including air conditioning systems, landline connections, CCTV, Fire Extinguishers, Office Lifts, UPS/DG systems, and other fire and safety equipment. Contract Renewal & Compliance: Ensure the timely renewal of all AMC contracts.

Statutory Liaising & Compliance Management

- **Government Liaison:** Experience dealing with government agencies such as the Electricity Board (MSEDCL), BMC, MIDC, NMMC, MPCB, to obtain statutory approvals, renewals, and ensure compliance with all relevant regulations. Responsible for the renewal of licenses and certifications such as Shop and Establishment, Trade License, Pollution Certificate for all branches.

Facility Administration Management

- Supervise the daily operations of Pan India office facilities to ensure safe, efficient, and clean working environment for all employees. Conduct regular inspections of all the Pan India office premises, ensuring high standards in housekeeping, security, and overall facility maintenance.
- Responsible for Company all the Pan India Guest House and their timely Maintenance. Responsible for Periodically pest control at all the Company Guesthouse and maintain their Record.
- Coordinating with all the branches for their Rent, Electricity & Other Monthly Utility invoice is come to HO before 5th of every month and also coordinating with finance for their timely Payment.

Corporate Event Management & Cafeteria Management

- **Corporate Tie-ups & Negotiations:** Negotiate and manage corporate partnerships with restaurants, hotels, and entertainment venues to provide employee benefits, discounts, and special offers.
- **Event Planning & Coordination:** Plan and coordinate internal events, including meetings, conferences, annual strategy sessions, and festive celebrations (e.g., Diwali, Women's Day, ESCON Cricket Tournament), ensuring smooth execution and alignment with company objectives.
- **Cafeteria Operations Oversight:** Oversee daily cafeteria operations, ensuring high standards of hygiene, cleanliness, and an overall pleasant ambiance to create a comfortable dining experience for employees.

Travel Management

- **Travel Desk Supervision:** Over see the travel desk operations, ensuring efficient booking of domestic and international tickets, hotel reservations, and travel arrangements for both staff and foreign delegates. Ensure a smooth and hassle-free travel experience for staff and guests, including providing assistance with visa applications and addressing other travel-related requirements.
- **Expense Management & Cost Control:** Manage travel expenses, peon conveyance, petty cash, and other administrative costs, implementing cost control measures to prevent budget overruns. Maintain comprehensive records of all travel-related expenditures and manage the budget for travel and day-to-day administrative expenses, ensuring accurate tracking and reporting.

Fleet & Logistic Management

- **Fleet Management:** Oversee the maintenance of company-owned vehicles, ensuring timely servicing, vehicles are well-maintained, fuel-efficient, and available for operational needs. Manage a Tracker of servicing & maintenance costs of Vehicle, fuel consumption.

Budgeting & MIS Tracker Management

- **MIS Report & Tracker Preparation:** Prepare and present monthly Management Information System (MIS) reports, including financial provisions for maintaining office infrastructure and facilities, ensuring accurate tracking of expenses and allocations.
- Maintaining a Pan India tracker of Lease Agreement with their Renewal Date, Rent Tracker of all the branches with increment date, Shops & Establishment License Tracker with Renewal Date.
- **Budget Planning & Management:** Develop and manage the budget for all administrative activities, ensuring cost control, efficient resource allocation, and alignment with organizational goals.

Organization: ZEEL Rainwear Pvt Ltd
Manager – Administration & Facility: Sept 2023 – Oct 2024

Building Infrastructure Management

- **Repair & Maintenance:** Oversee all end to end administrative for Head Office & Bhiwandi Manufacturing Plant ensuring smooth Branch operations and facility maintenance. Oversee the maintenance, repair, and upgrade of office infrastructure, ensuring a safe, functional, and efficient working environment across multiple locations. Manage facility-related projects, space planning, and allocate resources for optimal office performance.

Procurement Management & Assets Management

- **Vendor Selection & Procurement:** Manage the procurement process for goods and services by inviting, evaluating, and finalizing vendors. Negotiate pricing and terms to secure the best value for the organization. Ensure the proper allocation of assets across departments and locations in alignment with operational needs.
- **Purchase Order (PO) Management:** Oversee the issuance, tracking, and timely closure of all purchase orders (PO). Ensure proper documentation is maintained and establish a well-organized filing system for both electronic and paper records. Regularly monitor and assess vendor performance to ensure compliance with service and delivery standards as per contractual agreements.
- **Asset Tracking & Documentation:** Implement and maintain an efficient asset tracking system, ensuring that all assets are accurately recorded with asset codes and categorized. Maintain both digital and physical records, including purchase invoices, warranty details, and maintenance history.
- **Asset Disposal & Write-off:** Manage the process for asset disposal, ensuring compliance with company policies and environmental regulations. Oversee the proper write-off of obsolete or damaged assets, ensuring appropriate documentation and approvals.

Vendor Management & Annual Maintenance Contract (AMC) Management

- **AMC Contracts:** Oversee and manage AMCs for essential office infrastructure, including air conditioning systems, landline connections, CCTV, Fire Extinguishers, Office Lifts, UPS/DG systems, and other fire and safety equipment. Contract Renewal & Compliance: Ensure the timely renewal of all AMC contracts.

Statutory Liaising & Compliance Management

- **Government Liaison:** Experience dealing with government agencies such as the Electricity Board (MSEDCL), BMC, MIDC, NMMC, MPCB, to obtain statutory approvals, renewals, and ensure compliance with all relevant regulations. Responsible for the renewal of licenses and certifications such as Shop and Establishment, Trade License, Pollution Certificate for all branches.

Facility Administration Management

- Supervise the daily operations of Pan India office facilities to ensure safe, efficient, and clean working environment for all employees. Conduct regular inspections of all the Pan India office premises, ensuring high standards in housekeeping, security, and overall facility maintenance.

Corporate Event Management & Cafeteria Management

- **Event Planning & Coordination:** Plan and coordinate internal events, including meetings, conferences, annual strategy sessions, and festive celebrations (e.g., Diwali, Women's Day, ESCON Cricket Tournament), ensuring smooth execution and alignment with company objectives.
- **Cafeteria Operations Oversight:** Oversee daily cafeteria operations, ensuring high standards of hygiene, cleanliness, and an overall pleasant ambiance to create a comfortable dining experience for employees.

Travel Management

- **Travel Desk Supervision:** Over see the travel desk operations, ensuring efficient booking of domestic and international tickets, hotel reservations, and travel arrangements for both staff and foreign delegates. Ensure a smooth and hassle-free travel experience for staff and guests, including providing assistance with visa applications and addressing other travel-related requirements.
- **Expense Management & Cost Control:** Manage travel expenses, peon conveyance, petty cash, and other administrative costs, implementing cost control measures to prevent budget overruns. Maintain comprehensive records of all travel-related expenditures and manage the budget for travel and day-to-day administrative expenses, ensuring accurate tracking and reporting.

Fleet & Logistic Management

- **Fleet Management:** Oversee the maintenance of company-owned vehicles, ensuring timely servicing, vehicles are well-maintained, fuel-efficient, and available for operational needs. Manage a Tracker of servicing & maintenance costs of Vehicle, fuel consumption.

Budgeting & MIS Tracker Management

- **MIS Report & Tracker Preparation:** Prepare and present monthly Management Information System (MIS) reports, including financial provisions for maintaining office infrastructure and facilities, ensuring accurate tracking of expenses and allocations.
- **Budget Planning & Management:** Develop and manage the budget for all administrative activities, ensuring cost control, efficient resource allocation, and alignment with organizational goals.

Organization: StockHolding Document Management Services Limited **Assistant Manager – Administration & Facility : Jan 2013 – Aug 2023**

- **Facility Setup (End-to-End Project & Infrastructure Management):** Oversee all end to end administrative for Head Office & 50 Pan India branches. Ensuring smooth Branch operations and facility maintenance across multiple office locations.
- Planning, implementation, and execution of new facility setups. Ensure that all office spaces are well-designed, equipped, and aligned with company requirements and operational needs. Oversee the complete lifecycle of infrastructure and interior projects, from initial design and planning to execution and handover. Ensure that all projects meet the organization's standards, timelines, and budgetary constraints.
- **Repair & Maintenance:** Oversee the maintenance, repair, and upgrade of office infrastructure, ensuring a safe, functional, and efficient working environment across multiple locations. Manage facility-related projects, space planning, and allocate resources for optimal office performance.

Lessee & Agreement Management:

- **Property Sourcing & Lease Negotiation:** Identify and secure suitable premises for business growth. Conduct thorough due diligence on property documents, ensuring authenticity and free of any liens or mortgages. Negotiate lease terms, including rent, security deposits, and legal obligations.
- **Liaison with Brokers, Landlord, Branch Managers & Legal team:** Work with brokers and branch managers to present office options, rent trends, and commercial terms to management. Facilitate discussions between landlords, branch managers, and the company's corporate Legal team to finalize the lease agreements.

- **Legal Formalities & Renewals:** Manage the legal aspects of property agreements, ensuring timely renewals and proper registration of lease deeds with new landlords. Ensure that all formalities with previous landlords are completed per the agreement clauses. Negotiate rent terms with vendors and landlords, and manage monthly rent payments for PAN India properties in accordance with lease agreements.

Procurement Management & Assets Management

- **Vendor Selection & Procurement:** Lead the procurement process for goods and services by inviting, evaluating, and finalizing vendors. Negotiate pricing and terms to secure the best value for the organization. Oversee the procurement process for all company assets, including office equipment, furniture, machinery. Ensure the proper allocation of assets across departments and locations in alignment with operational needs.
- **Purchase Order (PO) Management:** Oversee the issuance, tracking, and timely closure of all purchase orders (PO). Ensure proper documentation is maintained and establish a well-organized filing system for both electronic and paper records. Regularly monitor and assess vendor performance to ensure compliance with service and delivery standards as per contractual agreements.
- **Asset Tracking & Documentation:** Implement and maintain an efficient asset tracking system, ensuring that all assets are accurately recorded with asset codes and categorized. Maintain both digital and physical records, including purchase invoices, warranty details, and maintenance history.
- **Asset Disposal & Write-off:** Manage the process for asset disposal, ensuring compliance with company policies and environmental regulations. Oversee the proper write-off of obsolete or damaged assets, ensuring appropriate documentation and approvals.
- **Tendering Process:** Managed the entire tendering process, including floating RFPs and tenders for procuring goods and services in line with organizational needs and CVC guidelines. Invited and finalized vendors for the procurement of various goods and services, ensuring compliance with procurement policies and regulatory guidelines.

Vendor Management & Annual Maintenance Contract (AMC)

- **AMC Contracts:** Oversee and manage AMCs for essential office infrastructure, including air conditioning systems, landline connections, CCTV, Fire Extinguishers, Office Lifts, UPS/DG systems, and other fire and safety equipment. Contract Renewal & Compliance: Ensure the timely renewal of all AMC contracts.
- **Vendor Coordination & Preventive Maintenance:** Collaborate with vendors to monitor the performance of maintenance contracts, ensuring that service standards are met and issues are addressed promptly. Coordinate regular maintenance checks as part of the AMC to avoid system downtime, ensuring all equipment remains in optimal working condition.

Statutory Liaising & Compliance Management

- **Government Liaison:** Experience dealing with government agencies such as the Electricity Board (MSEDCL), BMC, MIDC, NMMC, MPCB, to obtain statutory approvals, renewals, and ensure compliance with all relevant regulations. Responsible for the renewal of licenses and certifications such as Shop and Establishment, Trade License, Pollution Certificate for all branches.
- **Fire Safety Compliance:** Coordinate with Local Fire Department for the annual submission of Form- B (Fire NOC) for firefighting equipment condition checks in January and July.
- **Municipal Coordination:** Experience dealing with Local government bodies (Municipal Corporation, Police Station, Fire Department, Labor Union) for compliance and other statutory requirements. Work with the NMMC/BMC to ensure the timely payment of property taxes and resolve facility-related issues such as garbage collection.

- **Government Correspondence:** Experienced in drafting official correspondence to government authorities for various statutory approvals and compliance-related matters.

Facility Administration Management

- Supervise the daily operations of Pan India office facilities to ensure safe, efficient, and clean working environment for all employees. Conduct regular inspections of all the Pan India office premises, ensuring high standards in housekeeping, security, and overall facility maintenance.
- Manage and coordinate administrative staff, overseeing administrative tasks across multiple locations to support smooth operations. Liaise with internal departments to understand their future requirements and proactively plan to ensure business continuity during times of crisis or disruption.
- Responsible for Company Branding & new Sign Board at all the Pan India Branches and their Maintenance if required on TAT. Responsible for Periodically pest control at all the branches and maintain their Record.
- Experienced with conducting periodical fire mock drills, checking on the validity of fire extinguishers and ensuring the Refiling on timely basis. Monitor the entire CCTV camera and access control of office.
- Coordinating with all the branches for their Rent, Electricity & Other Monthly Utility invoice is come to HO before 5th of every month and also coordinating with finance for their timely Payment.

Corporate Event Management & Cafeteria Management

- **Corporate Tie-ups & Negotiations:** Negotiate and manage corporate partnerships with restaurants, hotels, and entertainment venues to provide employee benefits, discounts, and special offers.
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Budgeting & MIS Tracker Management

- **MIS Report & Tracker Preparation:** Prepare and present monthly Management Information System (MIS) reports, including financial provisions for maintaining office infrastructure and facilities, ensuring accurate tracking of expenses and allocations.
- Maintaining a Pan India tracker of Lease Agreement with their Renewal Date, Rent Tracker of all the branches with increment date, Shops & Establishment License Tracker with Renewal Date.
- **Budget Planning & Management:** Develop and manage the budget for all administrative activities, ensuring cost control, efficient resource allocation, and alignment with organizational goals.

Organization: Remanika Apparels Pvt Ltd

Assistant HR & Administration : Feb 2010 to Dec 2012

- **Repair & Maintenance:** Oversee the maintenance, repair, and upgrade of office infrastructure, ensuring a safe, functional, and efficient working environment across multiple locations. Manage facility-related projects, space planning, and allocate resources for optimal office performance.
- **Purchase Order (PO) Management:** Oversee the issuance, tracking, and timely closure of all purchase orders (PO). Ensure proper documentation is maintained and establish a well-organized filing system for both electronic and paper records. Regularly monitor and assess vendor performance to ensure compliance with service and delivery standards as per contractual agreements.
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- **AMC Contracts:** Oversee and manage AMCs for essential office infrastructure, including air conditioning systems, landline connections, CCTV, Fire Extinguishers, Office Lifts, UPS/DG systems, and other fire and safety equipment. Contract Renewal & Compliance: Ensure the timely renewal of all AMC contracts.
- Experience dealing with government agencies such as the Electricity Board (MSEDCL), BMC, MIDC, NMMC, MPCB, to obtain statutory approvals, renewals, and ensure compliance with all relevant regulations. Responsible for the renewal of licenses and certifications such as Shop and Establishment, Trade License, Pollution Certificate for all branches.
- Supervise the daily operations of Pan India office facilities to ensure safe, efficient, and clean working environment for all employees. Conduct regular inspections of all the Pan India office premises, ensuring high standards in housekeeping, security, and overall facility maintenance.
- Manage and coordinate administrative staff, overseeing administrative tasks across multiple locations to support smooth operations. Liaise with internal departments to understand their future requirements and proactively plan to ensure business continuity during times of crisis or disruption.
- Responsible for Company Branding & new Sign Board at all the Pan India Branches and their Maintenance if required on TAT. Responsible for Periodically pest control at all the branches and maintain their Record.

- Coordinating with all the branches for their Rent, Electricity & Other Monthly Utility invoice is come to HO before 5th of every month and also coordinating with finance for their timely Payment.
- Plan and coordinate internal events, including meetings, conferences, annual strategy sessions, and festive celebrations (e.g., Diwali, Women's Day, ESCON Cricket Tournament), ensuring smooth execution and alignment with company objectives.
- **MIS Report & Tracker Preparation:** Prepare and present monthly Management Information System (MIS) reports, including financial provisions for maintaining office infrastructure and facilities, ensuring accurate tracking of expenses and allocations.
- Maintaining a Pan India tracker of Lease Agreement with their Renewal Date, Rent Tracker of all the branches with increment date, Shops & Establishment License Tracker with Renewal Date.

Organization: HBL Global Pvt Ltd (Subsidiary of HDFC Bank Ltd)

Executive-Operation Coordinator: 8th Sept 2008-11th Feb 2010

- **Loan Disbursement Process:** Manage all end-to-end activities of the auto loan disbursement process for Mumbai and Thane locations, ensuring timely and accurate completion.
- **Customer Service Management:** Handle incoming customer inquiries and resolve complaints by identifying the cause of issues, offering appropriate solutions, and ensuring customer satisfaction within defined time limits.
- **Problem Resolution:** Address product or service issues by clarifying customer complaints, determining the root cause, and selecting the best solution to resolve the problem effectively.
- **Relationship Building:** Establish and maintain sustainable relationships of trust with customers through open and interactive communication, providing accurate, valid, and complete information.
- **File & Document Coordination:** Follow up with the disbursement team for status updates, and coordinate with different teams (Operations, Sales) to ensure timely processing of pending files and documents.
- **Record Management:** Maintain accurate records of customer interactions, process customer accounts, and file documents in CRM systems. Prepare and submit daily/weekly/monthly MIS reports to the Operations and Sales Managers.
- **Customer Satisfaction:** Maintain a positive, empathetic, and professional attitude toward customers at all times, ensuring high levels of customer satisfaction and providing professional support.

Personal Information

- **Date of Birth:** 13th February 1988
- **Languages Known:** English, Hindi, Marathi, Bhojpuri
- **Marital Status:** Married
- **Passport Number:** S4105031 (Valid until 18th June 2028)
- **Hobbies:** Cricket, Football, Traveling with Family & Friends

Date: -

Dinesh Jagdish Singh