

**Objective:** Seeking senior managerial assignments in Administration Operations in a professionally run corporate house.

**Brief of my professional experience:** Self has rich 14+ years of experience in managing Admin. Operations, Customer Relationship Management, in diverse industries such as Animation, Education & Banking Industries.

**Self-introduction:** Hard-core Ground Administrator with a problem-solving approach.

- **Currently working with Vibgyor Group of Schools as Sr. Manager – Administration. at their Corporate office and Branch Offices, since February 2016.**
- Major responsibilities are:
  - To upkeep of the Facility.
  - To ensure smooth functioning of all backend support services such as Housekeeping, Chillier & AC operations, Photocopying, cafeteria, courier, Transport etc.
  - Plan and assist in Internal Admin. Audit.
  - Special tasks completion as per TAT. E.g. setting up of ware house with SOP modifications. Out of SOP Audit (Special audit)
  - Event coordination such as Inter dept. Cricket match, Holi, Diwali, Independence day / R day and many others....
  - Vendor management.

## CORE SKILLS

GENERAL ADMINISTRATION  
INTERNAL AUDITS CONDUCTING  
VENDOR MANAGEMENT

## Other organisations:

May 2014 - Jan. -2016	:-	<b>DATA TECH SERVICES</b> Administrative Co-Ordinator
January 2005 – Mar 2014	:-	<b>Crest Animation Studios Ltd</b> Manager Administration
April 2002 To January 2005	:-	<b>Miaect Pvt. Ltd.</b> Administration & Operations Executive
May 1998 To March 2002	:-	<b>SSI Ltd. (Software Solution Integrated Ltd.)</b> Administration Executive
July 1994 To May 1998	:-	<b>STATE BANK OF SAURASHTRA.</b> Computer Operator

## **CAREER HIGHLIGHTS & ACCOMPLISHMENTS**

### **Vibgyor High**

- Vibgyor Group of Schools has 39 Schools at pan India level, I led logistics of two major commodities, i.e. IVT of Fixed assets and distribution/accounting of 1.45 million coupons

### **Crest Animation Studios Ltd.**

- Distinction of receiving Reward Points for the valuable contribution to the Awards for **“Best Executer in Administration” for the Year 2007**)
- Completed the Turnkey Project of the new office (Total area – 34000 Sqft) & Shifting before the Targeted Time i.e. 2 Months prior from the Target date.

### **MIAECT PVT. LTD.**

- Implementation of Cost-saving measures.
- Liaison with Franchisee, Management & Government bodies such as “Maharashtra Knowledge Corporation Ltd”, MSBTE”, MTNL, collector office, Mantralaya etc.
- Responsible for the procurement of Stationery, Furniture & other Interior Materials
- Communication with concerned parties related to Stationery, furniture & other Interior Materials.

## **EDUCATION**

- Completed Computer Application Course from Corporate Data Services in 1998.
- B.Com passed from Mumbai University in May 1994

## **PERSONAL DETAILS**

Date of Birth	:-	1 <sup>st</sup> April 1970
Address	:-	A/10, Kanchan Sheetal, Chheda Nagar, Chembur Mumbai- 400089.
CTC	:-	11,86,572.00/- P.A.
Languages Known	:-	English, Hindi, and Marathi

**The above information provided is true & authentic to the best of my Knowledge.**

**SANJAY G. BOLADE**

**Date:**