SACHIN SONAWANE

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B 205, Silver Shower CHS Ltd. Lake Garden Complex, Papdi, Vasai (W), Palghar – 401207

**Professional Summary**

Dedicated with over 17 plus years of experience in Administration, Hospitality, and Facility management. Team player with expertise managing staff for efficient productivity.

**Education**

B Com graduate from Mumbai University.

**Languages**

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| **English, Marathi, Hindi** |
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**Key Skills**

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| * Hardcore Administrative Professional - Hospitality Professional - Operations * Issue resolution * Good Negotiation skills * Aggressive approach towards policy making and implementation. * Skilled for working within policy & company budget. | * Team leadership * Dealing with Government & non-government agencies * Proficient in Basic Computer Operations, Extensive use of MS Office Applications - Word, Excel & PowerPoint for making Reports & Presentations. * SAP |

**Experience**

* Working as Deputy manager Administration from Jun 2024 to till now

**Heranba Industries Ltd. (Biochemical)**

* Worked as Deputy Manager Administration from Apr 2013 to Jun 2024

**D. B. POWER LTD. (Power generation)**

**DAINIK BHASKAR GROUP OF COMPANIES**

* Worked as Sr. Admin Executive Administration from Aug 2011 to Apr 2013

**CANDID MARKETING (Brand Activation)**

* Worked as Admin Executive Administration from July 2010 to Aug 2011

**TRITON MANAGEMENT SERVICES. (Fisheries Company)**

* Worked as Admin Executive Administration from Oct 2007 to 31Jully 2010

**Axiom Optimals pvt. Ltd. (Event Management)**

**Responsibilities**

**Administration & Facilities Management.**

* Facility & administration for Head office and all factories location.
* Appointing and Contract renewal for security agency and housekeeping agency for head office and all factory locations.
* Handling of Housekeeping & Security agency, taking round every day at least twice a day to check the cleaning, daily attendance.
* Handling support staff for job allocation and outdoor expenses control as per policy.
* Appointing and co-ordination of vendors for stationery, Photocopy machine, courier, mineral water, pantry material housekeeping material.
* Co-ordination with account team for vendor’s payment bill with **MIS** reports.
* Punching PO, service orders, vendor invoices and goods receipt entry (GRN) in **SAP**.
* AMC negotiation & renewal for Air condition system, EPBX, Smoke detectors, Water purifier, Pest control, Fire Extinguishers
* Skilled for **technically reducing electricity bill** for office premise.
* **Inventory management** for company **fixed asset**.
* Handling of Chairman & Directors **Personal Property, renting the property, maintenance of property**.
* Company car running **maintenance** and Insurance renewal.
* Driver **duty allocation** for company drivers & **driver on call** per day basis
* Co-ordination with IT department for IT **asset management** and **IT material procurement**.
* Co-ordination with building facility team for external work and common area maintenance.
* Supervise and coordinate the maintenance of **plumbing, HVAC systems, electrical infrastructure, and lifts.**
* **Storage management** for **filing system** and office use material.
* **Uniform** for employees and support staff.
* **Supervise** and lead a team of maintenance staff or technicians, assigning tasks and ensuring timely completion.
* Prepare and manage the **budget** for **facility maintenance** and **operations.**
* Company **guest house** day to day register of guest. Grocery and caretaker salary. Society coordination.
* Donation to old age home and orphanage home as **CSR activity.**
* Contract with hospitals for **employee health checkup**.
* Contract and maintenance for office premises **plantscape**.
* Maintaining day-to-day records of **petty Cash** transactions.
* Fire & burglary safe management. (for important **original documents**)
* Co-ordination **legal matters** with advocates.
* Commercial building **society formation** process.
* Co-ordination with **ISO certification** process.

**Travel Management**

* Contract with travel agencies like Make My Trip, Yatra for credit limit up to 10L.
* Implementation of company travel policy.
* Handling of International & Domestic flight bookings for pan India employees.
* Visa coordination for export team.
* Managing Police verification during passport renewal.
* Train tickets in general and TATKAL booking. ( for special cases in VIP quota )
* Handling staff tour expenses, reimbursement, advances as per TA DA policy.
* **Rental car** for employees at pan India level.
* **Hotel booking** for domestic and International location.
* **Forex exchange** and **sim card** for International traveler.
* Co-ordination with airport lost and found department as n when require.
* Updating of Travel MIS for annual travel budget.

**Annual budget preparation**

* **Annual plans** for facilities & administration expenses as per organizational needs & parameters with **quality goods & services**.
* Planning & budgeting the administration expenses and working towards minimizing the operational, **Budget vs Actual**.
* Budget **preparation** and **presentation**.

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