

SAGAR SHIVAJI GHARGE

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OBJECTIVE:

- To take up challenging tasks & deliver beyond expectation to any institution.
- To seek a competitive & rewarding career.

ACADEMIC QUALIFICATION:

Comp. Knowledge	
Operating System	WindowsXP, Windows 7
Database	MS-Access
Basic	MS-Office , MS-Access , MS-PowerPoint , MS-Excel
ERP	SAP PP, SAP HCM,SAP MM, Quick FMS

Educational Qualification

Degree	Year	Marks in Percentage	Class Obtained
MBA	2013-14	64.2%	First
B.com	2010-11	60%	First
H.S.C	2007-08	55 %	Second
S.S.C	2004-05	65.66 %	First
MS-CIT Comp. Course	2008	76.00%	Distinction

Senior Administration Professional

Dynamic and seasoned Senior Administration Professional with over 15 years of experience in office and site management, vendor and facility management, statutory compliance, budgeting, and team leadership. Proficient in handling diverse functions, including property management, asset management, travel and accommodation coordination, event management, and labour handling. Demonstrated expertise in managing large teams, streamlining operations, and ensuring cost efficiency. Adept at building strong vendor relationships and negotiating favourable contracts.

Core Competencies

- Office and Site Management
 - Vendor Management & Negotiation
 - Facility & AMC Management
 - Property & Asset Management
 - Budget Planning & Control
 - Team Leadership & Development
 - Statutory Compliance
 - Fire & Safety Management
 - Travel & Accommodation Management
 - Event Planning & Execution
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Professional Experience

Hindustan Feeds MFG. Company

Senior Admin Manager

May 2024 – Present

Software Tools: SAP PP, SAP HCM, SAP MM and 'Sara' for HR work

Office & Facility Management

- Purchase and manage housekeeping equipment and stationery supplies.
- Oversee AMC contracts for non-IT equipment.
- Handle printing and maintain stock of printed materials
- Ensure a comfortable, efficient, and well-maintained work environment.
- Supervise equipment maintenance and facility operations.
- Ensure office facilities meet project and IT requirements.
- Select and negotiate contracts with security vendors.
- Ensure security standards, CCTV, and BMS systems are maintained.

Food & Cafeteria Management

- Select and manage food vendors.
- Oversee cafeteria operations for quality and cost control

Government & Legal Liaison

- Liaise with government authorities like BMC, PMC, MMRDA, and police.
- Manage property tax benefits and shop act license renewals.
- Coordinate with PF and ESIC officials on labour and staff matters.
- Negotiate with local Mathadi workers on. charges

Project & Property Management

- Oversee all project and property-related tasks.
- Manage office premises, space planning, and maintenance.
- Collaborate with senior managers on leasing agreements and ensure accurate transactions with landlords and finance teams.

Budget Control

- Track expenses and implement cost-saving measures.
- Manage Capex and Opex.
- Prepare annual budgets under GM or Head's guidance.

Travel & Accommodation

- Arrange employee travel as per company policies.
- Negotiate with travel agents and hotels for better rates.
- Coordinate travel plans across multiple office locations

HR Work

- Recruit, train, and manage employees.
- Address and resolve employee grievances.
- Process salaries, benefits, and medical claims.
- Conduct performance reviews and facilitate employee development
- Set policies and processes for smooth event execution.

pH Nutrition

Admin & Operation Head

April 2021 – March 2024

Software Tools: SAP PP, SAP HCM,SAP MM

- Oversaw daily administrative and operational activities, ensuring smooth functioning across all sites.
- Managed vendor contracts, budget planning, and team coordination for large-scale projects.
- Enhanced efficiency by implementing improved asset management and procurement processes.

MK Sanghi Group of Companies

Property & Admin Manager
December 2019 – March 2021

Software Tools:MS Office

- Handled property management and leasing agreements, ensuring timely handover and inventory management.
- Supervised a team of 20-30 members, focusing on performance improvement and skill development.
- Negotiated contracts with vendors for facility maintenance and security services.

S Design Architecture Firm

Admin Manager (Projects)
October 2016 – September 2019

Software Tools:MS Office

- Managed office and project sites, including infrastructure setup and maintenance.
- Coordinated with property managers for leasing and space planning.
- Oversaw inventory and asset management, ensuring accurate tracking and reporting.

Cushman & Wakefield

Project Admin Manager
May 2011 – October 2016

Software Tools: ERP own software, Quick FMS

- Administered project sites, liaised with government authorities, and ensured compliance with statutory requirements.
- Managed a comprehensive budget, optimizing costs and implementing control measures.
- Facilitated team development through training programs and performance appraisals.

Larsen & Toubro Chiyoda Limited (HPCL Mahul Refinery Project)

Document Controller
December 2008 – April 2011

Software Tools: Seema and E Alps

- Managed project documentation and ensured compliance with HPCL standards.
- Coordinated with internal and external stakeholders for smooth project operations.

Simpag Engineering Pvt Ltd (HPCL Chembur Project)

Admin Supervisor

December 2006 – November 2008

- Supervised administrative activities, including labour handling and vendor coordination.
 - Assisted in budget management and ensured timely procurement of office supplies.
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Key Responsibilities Across Roles

- **Budget & Cost Management:** Developed and monitored annual budgets, ensuring efficient expense tracking and implementing cost-saving initiatives.
 - **Facility Management:** Managed all aspects of facility operations, including maintenance, housekeeping, security, and vendor coordination.
 - **Vendor & Contract Management:** Negotiated with vendors for procurement, annual maintenance contracts (AMC), and services, ensuring optimal quality and rates.
 - **Team Leadership:** Led teams of 20-30 staff, providing training and development opportunities to enhance performance and skillsets.
 - **Travel & Accommodation Coordination:** Organized travel arrangements, including hotel bookings and transportation, following corporate policies.
 - **Compliance & Liaison:** Dealt with statutory bodies (BMC, PMC, MMRDA) for approvals, property tax benefits, and licence renewals. Coordinated with PF/ESIC officials for employee compliance.
 - **Event Management:** Planned and executed corporate events, conferences, and meetings, handling logistics and coordination.
 - **Asset & Inventory Management:** Maintained accurate records of assets and inventory, ensuring timely procurement and efficient utilization.
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Skills & Certifications

- Certified in Fire Safety and Emergency Management
 - Proficient in MS Office, SAP, and Facility Management Software
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Personal Attributes

- Strong analytical and problem-solving skills
- Excellent communication and negotiation abilities
- Highly organized with attention to detail
- Ability to handle high-pressure situations and meet tight deadlines

Personal Information	
Name	Sagar .S. Gharge
Date of Birth	19/09/1988
Sex	Male
Field of Interest	Facility or Admin Manager
Experience	17Years
Marital Status	Married
Nationality	Indian
Languages Known	English, Hindi, Marathi.
Hobbies	Listening to music, Traveling

Declaration: I hereby declare that all the above details are true and complete to the best of my knowledge and belief. Thank you for your consideration and I look forward to hearing from you.

PLACE:

DATE:-

**Yours Sincerely,
(SAGAR.S.GHARGE)**
