# Sai .H. Jagwani

**Administration Manager**

**Professional Summary:**

* Over 15 years of experience working as Administration Manager, Senior Admin handing MIS Reports to visualize aggregate data and Provide a Summary, Vendor Comparison and Vendor Management, Facility Management and Coordinator, Travel to all Branches to Review and Make Reports.
* Worked with Health Care Company, Tyre company , NBFC’s as Manager Administration and was responsible to Create MIS Report and update records and databases with personnel, complete Vendor Management, Transport Arrangement, Manage phone calls and correspondence and complete Operations Handling.
* Expertise with Traveling to all Branches, Making reports and Processing Branch Registrations for starting the branches to go live for Business.

**Professional Experience:**

**ASCENSO – Mahansaria Tyres Private Limited**

**Assistant Manager (Admin) – May 2023 Till Date**

**Key Result**

**Activities:**

* Analysis of expenditure on Month-on-Month basis- finding ways to optimize on expenditure and suggesting to senior management on cost saving.
* Managing administrative activities involving purchase of equipment’s, maintenance of procurement housekeeping, safety, security.
* Managing repair, maintenance & replacement of office equipment’s, appliances

furniture, furnishings, vehicles, building etc

* Centrally Organizing Travel.
* Organizing end to end travel arrangements for employees in line of complete

 adherence to company Travel Policy.

* Ground Transportation: Arranging car bookings for employees as per their travel

 itinerary

* Hotel bookings-Hotel bookings across India. Overseas hotel bookings through online portals, Hotel Wholesalers & overseas clients.
* Arranging overseas travel & health insurance policy for employees.
* Maintaining record of statements of invoices and coordinating with accounts

 department for timely Payments for Vendors.

* Monthly MIS Preparation
* Helping in General Administration work just as arranging board room and meeting rooms for the employees.
* Coordinating directly with candidates/New joinees for organizing their travel and

stay arrangements in the hotels.

* Ensuring Reception desk operational and companies meeting rooms requirement via outlook calendar.

**SBFC Finance Pvt Ltd**

**Assistant Manager (Admin) – July 2021 Till Apr 2023**

**Key Result**

**Activities:**

* Analysis of expenditure on Month-on-Month basis- finding ways to optimize on expenditure and suggesting to senior management on cost saving.
* Managing administrative activities involving purchase of equipment’s, maintenance of procurement housekeeping, safety, security.
* Handling employee’s complaints and requests pertaining to facilities.
* Budgeting and cost control measures Monitoring Budget.
* Managing Contracts management. Cost control and ensuring timely implementation of the project. Flexible in Invoice management.
* Managing repair, maintenance & replacement of office equipment’s, appliances

furniture, furnishings, vehicles, building etc

* Responsible for MIS Reports (Weekly/Monthly), On-Demand reports, Sales report, Budget reports, Inventory reports, Exception reports and financial reports.
* Working closely with senior management from HR & Finance with regards to Travel Policy, IT Policy, and its implementation.
* Purchasing, Implementation and operations of Security and Surveillance
* Negotiating with vendor resulting in savings cost for the company on Housekeeping, Stationery and Medical Kits.
* Taking care for Petty Cash Expenses for the Head office and Regional Office.
* Asset Management of all Site operations assets across multiple locations.
* Managing whole infrastructural work, new branch setup (Property identification, negotiation with landlord, branch agreement registration)
* Purchasing, Implementation and operations of Security and Surveillance
* Processing Vendor Payments with proper approvals.
* Raising Purchase Orders for all assets in Oracle.
* Organizing meetings, conferences, making travel arrangements and hotel reservations for guests
* Handling company owned vehicle of the Managing director.
* Managing the West region (Gujarat and Rajasthan) which has 35 branches.

**Cartula Health India Pvt Ltd**

**Manager (Admin) – January 2021 Till June 2021**

**Key Result**

**Activities:**

* Analysis of expenditure on Month-on-Month basis- finding ways to optimize on expenditure and suggesting to senior management on cost saving.
* Working closely with senior management from HR & Finance with regards to Travel Policy, IT Policy, and its implementation.
* Daily Reporting/Weekly reporting/ Monthly reporting (Compile of all MIS),  Maintaining record of all transactions.
* Taking care for Petty Cash Expenses for the entire location.
* Processing Invoices and Expenses of the Vendors.
* Creating Budgets and ordering office supplies.
* To make sure the office is maintained, which entails daily and weekly schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections.
* Ensuring the IT Assets such as Laptop and PC are provided to the Employees on time.
* Arranging Health Camp for corporate client for Vaccination and RTCPR.
* Arranging Company ID for the new join staff and Email Id. Arranging Meetings for the Higher management for Daily Sales Call, Client Meet, Finance meets Etc.

**YATRA.COM**

**Sr. Executive (Admin) June 2017 Till Dec 2020**

**Ernst and Young Implant – June 2017 Till Dec 2020**

* Group Handling and Effective Functioning of all Administration and corporate client for their issues and take feedback on the service.
* Handling Off site request for Ernst and Young Corporat e.
* Handling Partners travel of Ernst and Young Corporate.
* Key responsibilities being Arranging Meeting schedules, organizing and monitoring Results.
* Monthly MIS Preparation, Maintaining record of all transactions.

**House of Anita Dongre Ltd (Formerly Known as And Designs India Ltd)**

**Assistant Manager (Admin) – June 2015 Till May 2017**

**Key Result**

**Activities:**

**Administration Management:**

* Centrally Organizing Travel.
* Organizing end to end travel arrangements for employees in line of complete

 adherence to company Travel Policy.

* Maintaining Company Car for Board of Directors Pan India.
* Ground Transportation: Arranging car bookings for employees as per their travel

 itinerary

* Hotel bookings-Hotel bookings across India. Overseas hotel bookings through online portals, Hotel Wholesalers & overseas clients.
* Arranging overseas travel & health insurance policy for employees.
* Maintaining record of statements of invoices and coordinating with accounts

 department for timely Payments for Vendors.

* Monthly MIS Preparation
* Helping in General Administration work as and when required.
* Coordinating directly with candidates/New joinees for organizing their travel and stay arrangements in company guest house.
* Ensuring Reception desk operational and companies meeting rooms requirement via outlook calendar.
* Helping in Company Transport for Employee Daily Travel.

**HRG SITA INDIA**

**KUONI BUSINESS TRAVEL INDIA PVT LTD**

**Sr. Executive / Coordinator - March 2010 Till May 2015**

**IDFC LTD Implant –April 2012 Till May 2015**

* Handling International & Domestic Air ticket also Travel insurance, Visas for all international countries.
* **Monthly MIS Preparation**
* Group Handling meet Existing corporate client for their issues and take feedback on the service.

**CAPGEMINI INDIA LTD (Airoli ) Implant –March 2010 to April 2012**

* Working as Executive handling International & Domestic Air ticket also Travel insurance, Visas for all international countries.
* Group Handling meet Existing corporate client for their issues and take feedback on the service..
* Key responsibilities being, offering the cheapest fare available on CRS / LCC websites.

**COX & KINGS (I) LTD**

**Franchise Service Executive -October 2007 to February 2010**

* Assisting the ever growing Cox & Kings Franchisees across India with Quote’s of Flight’s for both International / Domestic Sector’s.
* Key responsibilities being, offering the cheapest fare available on CRS / LCC websites.
* Suggesting LTC.

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**Educational Qualifications**:

* B.COM Mumbai University March 2007
* HSC Maharashtra State Board March 2004
* SSC Maharashtra State Board March 2002

**Contact Information:**

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