



# Sushant S. Pednekar

Administration | Operation | Licensing Professional



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## WORK EXPERIENCE

15 Years

## ABOUT ME

Administrative & Operational professional with 10+ years of experience and a degree in Commerce.



## Education

### Bachelor, Commerce

K.J. Somaiya College of Arts & Commerce  
Mumbai University  
Mumbai, Maharashtra

March 2008

Marks 56.43%

### H.S.C.

K.J. Somaiya College of Arts & Commerce  
Maharashtra State Board  
Mumbai, Maharashtra

Feb 2005

Marks 56.67%

### S.S.C.

Sarasvati Vidyalaya, Kanjur  
Maharashtra State Board  
Mumbai, Maharashtra

March 2003

Marks 67.33%



## Professional Qualifications and Affiliations

- Completed **Diploma In Software Management** (DSM) from CAT Education
- Completed **Finance & Controlling (FICO)** course In S.A.P. from Global InfoTech



## Skills

- Active listener
- Proficient in the Microsoft Office suite of software
- Excellent communicator
- React calmly to escalated situations
- Detail-oriented to assure all needed information is gathered and given
- Independent with time management



## Duties & Responsibilities

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### ➤ Operation | Administration | Licensing Profile:

- **General Administration:** Arranging proper Housekeeping and security staff at the effective cost of the Organization, checking the attendance and grooming of all outsourced staff, preparing electricity consumption MIS, maintaining the DG set utilization sheet, taking care of Office stationery and housekeeping Material, Handling Petty Cash, and Setting up a new office.
- **Vendor Management:** conduct negotiations with multiple vendors for the procurement of materials and consumables, evaluate and finalize reliable and cost-effective vendors for procurement, add vendors to the system, prepare the manual and system purchase order, and maintain AMC-CMC contracts for medical equipment and other machinery. Certify vendor invoices for payment processing.
- **Travel Desk Management:** Cab Booking for employees & Clients. Flight Booking, Foreign Currency & Visa arrangement for employee travel.
- **Licensing:** Done Licensing for centres, Shops & Establishment, PCPNDT, Nursing Home, Pharmacy License, Maharashtra Control Pollution Board, Bio Medical West. Maintain track of the renewal of all licenses.
- **Stock Management:** Maintaining proper stock of Printing Stationery and office stationery. Preparing the monthly consumption of consumables, medicines.
- **Budgeting & MIS:** Monthly MIS of Admin expenses (Fuel Expenses, Vehicle deployment, Pantry Stock consumption, Housekeeping & Printing-Stationery consumption MIS. Financial Yearly company-wise budget preparation for the Origination. MIS report Consumables and other purchases, Fund Flow, Monthly & Department-wise P & L, Bank Reconciliation, Credit Card Reconciliation, Monthly Debtor reports, Vendor Payment.
- **Strategic Planning & Execution:** Develop and implement operational strategies aligned with the organisation's goals. Oversee the smooth functioning of clinical and non-clinical operations.
- **Staff Coordination & HR Support:** Manage staff scheduling, training, and performance. Work with HR to ensure adequate staffing and resolve employee grievances. Facilitate interdepartmental communication and cooperation.
- **IT & Systems Support:** Coordinate with IT for assigning a new system or SIM card issuance for employees and software issues. Ensure technology is used effectively for operational in efficiency. Facilitate training for staff on new systems or upgrades.
- **Safety & Emergency Preparedness:** Implementing workplace safety standards and emergency protocols. Conducting regular safety drills and liaise with local authorities when needed.
- **Company Expansion Support:** Key role in supporting the expansion of new company branches. Coordinate site readiness, including infrastructure setup, furniture, utilities, and compliance documentation. Liaise with vendors, contractors, and internal teams to ensure a smooth administrative setup before go-live. Standardise administrative processes across all branches for consistency and efficiency.



## Work Experience

- Working with **INDIRA IVF LTD**, as **Zonal Head – Operation & Sales**, June 2024 to till date
- Worked with **Pranjal Group, Andheri** as **Manager Administration** from September 2021 to May 2024.
- Worked with **Sunrise Hospital, Bhandup** as **Senior Executive, Accounts & Administration**, Mar 2014 to May 2015 & **Assistant Manager, HR & Administration**, May 2020 to Aug 2021.
- Worked with **Nova IVI Fertility, Chembur & Andheri** as **Assistant Manager HR & Administration**, May 2015 to April 2017 & **Assistant Manager HR & Administration**, Dec 2019 to May 2020.
- Worked with **Hiranandani Communities, Powai** as **Senior Executive Administration**, April 2017 to Nov 2019.
- Worked with **Nova Medical Centers Pvt.Ltd, Chembur** as **Senior Executive Accounts & Administration**, Dec 2011 to March 2014.
- Worked with **Iron Mountain India Pvt.Ltd, Sewari** as **Executive Accounts & Billing**, April 2011 to Dec 11.
- Worked with **TATA Consultancy Services Pvt.Ltd, Powai** as **Accounts - Billing Associate**, Mar 2010 to April 2011.
- Worked with **Godrej Memorial Hospital, Vikhroli** as **Jr. Asst. HR & Administration-Time Keeping & Jr. Asst. Finance-Accounts**, July 2008 to Mar 2010.
- Worked with **Café Coffee Day** as **Team Member**, March 2007 to April 2008.



## Languages

Hindi

English

Marathi



## Personal Details

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|---------------|-------------------------|----------------|---|
| Father's Name | : Mr. Suhas S. Pednekar | Marital Status | : Married   |
| Birthday      | : December 31, 1987     | Nationality    | : Indian  |
| Gender        | : Male                  | Communication: | B-18, ASMITA SOCIETY, Ram Nagar<br>Trolley Line, Bhandup E, Mumbai:42 |

## Declaration

I, Sushant S. Pednekar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Sushant S. Pednekar**

Mumbai, Maharashtra