

NITIN UTEKAR

Sr. Manager-Administration (Head of Administration)

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A strategic and results-driven professional with **nearly 21 years** of proven expertise in Administration, Facility Management, and Operational Leadership across high-performing organizations. Targeting senior-level opportunities in **Administration, Infrastructure, and Facility Management**, aiming to utilize a wealth of experience in strategic planning and operational efficiency to drive organizational success across various sectors.

Core Competencies

- General Administration
- Facility Design and Management
- Budgeting and Cost Control
- Vendor Management
- Compliance Management Systems
- Inventory Management Solutions
- Resource Allocation
- Team Leadership and Development
- Stakeholder Engagement

Education

2011: B.A. from Yashwant Rao University

Personal Details

Date of Birth: 7th December, 1980

Languages Known: English, Hindi & Marathi

Present Address: Room No. 3, Sitaram Sheth Chawl, Navpada, Marol Naka, Andheri Kurla Road, Andheri –East

Profile Summary

Currently functioning as **Senior Manager-Administration at Kesar Enterprises Limited**, leading enterprise-wide administrative frameworks that enhance organizational agility and service reliability.

Skilled at steering **end-to-end management of infrastructure and shared services**, with a history of aligning administrative functions to business goals through process innovation, structured resource planning, and robust stakeholder coordination. Proficient at **optimizing facilities through intelligent space utilization**, preventive maintenance frameworks, and integrated inventory systems that foster productivity and reduce downtime.

Highly skilled in **navigating complex regulatory landscapes**, with a strong track record of liaising with **State and Central Government bodies and Development Authorities** to ensure seamless compliance and timely project execution. Distinguished for **designing and institutionalizing robust governance mechanisms**, encompassing vendor lifecycle management, cost control measures, and risk mitigation strategies.

Leveraged in-depth **experience in managing high-volume administrative operations**, including **travel logistics, security, transport, accommodation, and housekeeping** while streamlining processes to deliver measurable gains in turnaround time and budget adherence. Known for creating high-impact service delivery models by **embedding KPIs and SLAs** that drive service excellence across administrative verticals.

Possess a **strong command of digital transformation tools**, including facility management systems and ERP platforms, to deliver real-time operational insights and enable data-driven decision-making. Recognized for **cultivating high-performance teams**, driving workforce engagement, and fostering a culture of continuous improvement through effective leadership and mentoring.

Career Timeline

Ethypharm LL Pvt. Ltd.,
Mumbai | Aug 2004 –
Feb 2009

Sirmaxo Chemicals Pvt.
Ltd., Mumbai | Jan 2018
– Sep 2022

FinOrion Pharma India
Pvt. Ltd., Mumbai | Jan
2009 – Dec 2017

Kesar Enterprises
Limited, Mumbai | Sep
2022 – Present

Work Experience

Kesar Enterprises Limited, Mumbai

Senior Manager – Administration | Sep 2022 – Present

- Spearheading the entire administrative function, driving operational excellence, cost efficiency, and seamless service delivery across facilities.
- Instituting a robust vendor framework and compliance structure, ensuring alignment with organizational policies and statutory mandates.
- Directing office space planning, insurance coordination, vehicle management, and preventive maintenance schedules to optimize resources.
- Formulating monthly admin dashboards and executive reports to guide strategic planning and executive decision-making.
- Governing cross-functional communication, acting as the central liaison between internal departments, suppliers, and stakeholders.

Sirmaxo Chemicals Pvt. Ltd., Mumbai

Manager – Administration | Jan 2018 – Sep 2022

- Led corporate office administration, established streamlined operations, vendor control, and infrastructure management.
- Drove budgeting initiatives, cost optimization, and MIS reporting, ensuring data-driven decision-making and financial transparency.
- Strengthened statutory compliance systems by leading renewals, legal documentation, and audit preparedness across regional sites.
- Developed high-performing vendor ecosystems and negotiated contracts, resulting in enhanced service quality and cost-effectiveness.
- Standardized SOPs in collaboration with Plant Admin Teams, reinforced consistent administrative practices enterprise-wide.
- Orchestrated travel desk operations, AMC frameworks, asset management cycles, and procurement of materials and services.

Achievements:

- Directed end-to-end infrastructure redevelopment during the plant office reconstruction at Boisar, ensured timely completion within the defined TAT through strategic coordination with corporate headquarters and external vendors.
- Led multiple cost-saving initiatives, including stringent control of office hours to curtail electricity usage, minimize sub-staff overtime, and streamline paper consumption, while driving operational efficiency.
- Executed strategic cost optimization by outsourcing travel desk operations via strategic partnerships, and negotiated cost-effective broadband and mobile service contracts, while reducing overhead expenses.
- Honored with a prestigious Annual Day Award in recognition of exceptional contributions to Corporate Social Responsibility (CSR) initiatives.

FinOrion Pharma India Pvt. Ltd., Mumbai

Administration Lead | Jan 2009 – Dec 2017

- Directed end-to-end office administration, including infrastructure, travel, procurement, vendor management, and internal coordination.
- Collaborated with the HR and IT Teams in setting up HRMS and LAMS platforms, enhanced automation and records management.
- Coordinated with Finland HQ, ensured smooth workflow, compliance, and cultural alignment.
- Led emergency response planning and safety initiatives, acted as Head of the Emergency Rescue Team and maintained SOPs.
- Facilitated international travel and logistics, managed visas, accommodations, and transport for global stakeholders and employees.
- Governed the procurement and lifecycle management of office assets, equipment, and IT systems in collaboration with global teams.

Ethypharm LL Pvt. Ltd., Mumbai

Senior Executive – Administration | Aug 2004 – Feb 2009

- Provided executive-level administrative support, prioritized communications and coordinated across HR and Admin. functions.
- Managed travel desk operations and resource planning for domestic and international travel, events, and accommodations.
- Installed and maintained IT infrastructure, ensured functional and secure systems for daily operations.
- Executed software/hardware setups and system backups, supported seamless technology integration across departments.
- Maintained organization-wide personnel databases, reports, and document tracking systems in line with compliance standards.