

VIJAY S. DHAVALA

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ADMINISTRATION PROFESSIONAL WITH DEFENSE BACKGROUND

Enterprising manager and planner with a strong record of contributions in streamlining administration, heightening productivity and continuous improving systems and procedures for organizational growth.

PROFILE SNAPSHOT

A dynamic professional with an experience of 15 years in Corporate Admin and India Navy:

General Administration	Liaison	Infrastructure Development
Back Office Operations	Procurement	Security Management
Vendor Management	Documentation	Event Management
Asset and Inventory Management	Safety and EHS	Facilities Management

- Expertise in **general administrative** activities, personnel management, corporate policy implementation and facilities management across assignments. Independently
- An expert in managing **Facility Management operations** involving housekeeping, environment, safety and security, transport, contracts and management of crisis and various emergencies.
- Experienced in managing both **internal and external professional business relationships** at local/regional / national level.
- Skilled in **implementing the security arrangements** for ensuring safety of men, materials, and sensitive information.
- Proficient in managing resource planning, inventory control, waste management, site management, budget, and budgetary effective **cost controls** systems.
- Contributing to the overall profitability of operations and accountable for strategic utilization and deployment of available resources (manpower, cash and materials) and planning for expansion.
- Highly resourceful in **identifying, developing, and negotiating with vendors** for the procurement of items, supplies and material for the smooth running of operations of the organization.
- Design and implement **safety standards and procedures** as required.
- **Exceptional work ethic, available to solve organisational problems**, integrity, multi-tasking, and timely completion of all assignments.

AREAS OF EXPERTISE

Strategic Planning

- Planning the deployment of manpower for routine duties, operational exercises, and augmentation; preparation annual budget and ensuring its implementation
- Overseeing the implementation of security systems, monitoring incidents, and taking corrective actions for continuous improvement

Personnel Management

- Smooth implementation of HR policies and procedures and assist in induction and development of new employees.
- Review and scrutinize attendance and leave reports for payroll and Management.
- Recruit, on job training, performance evaluation and identify the training needs for the Department.
- Maintaining healthy employee relations and handling grievances to create a healthy, transparent work environment.

General Administration

- Actively involved in planning, forecasting, setting objectives and determining courses of action, thereby efficiently preparing and continuous monitoring for any eventuality
- Devising and implementing staff welfare policies and managing activities such as transportation, housing, security, personal accidents, insurance, etc. thereby enhancing employee motivation
- Observe testing to find hazards in the workplace and get test results and review records of work-related injuries and illnesses
- Plan and arranging events for the employees at office or outside location.

Facility Management

- Efficiently managing operations for establishing new systems and processes in the office and ensuring Occupational Health and Safety standards
- Developing Operational risk management plan and implement emergency plan during crises.
- Interacting with different departments for executing the maintenance of all equipment / machinery in the organization and enhancing the overall efficiency

Security Management

- Developing and implementing security policy, standard operating procedures to ensure high standard of security.
- Implementing stringent systems / measures to establish and maintain high security standards in compliance with prescribed statutory norms.

Vendor Development / Inventory Management

- Maintaining optimum inventory levels in the stores, taking care of Logistics, and maintaining business relations with vendors for the procurement of necessary items and emergency requirements
- Managing the outsourcing of AMCs for maintenance of office building, infrastructure, office equipment, machinery, and other assets. Procurement of assets, stationery, and equipment. Processing vendor bills and releasing payments.

EMPLOYMENT DETAILS

Since May'22: Portescap India Pvt Ltd

- Responsible for overall Admin functions for factory and offices in SEEPZ. Reporting to VP Operations.
- Planning and ensuring annual budget adherence of all administrative services
- Managing Cafeteria, availability of snack during shifts and bus services for all offices
- Managing building coordination, Housekeeping, Security and maintenance activities of the premises
- Managing utility services payments and SPC for admin escalation.
- Liaising with Govt. Officials from SEEPZ, Police, Stamp Collector, Municipal Corporation, MIDC and represent company effectively.
- Ensuring smooth running of fleet and monitor third party transport rental service.
- Cross functional coordination and dealing with multiple internal and external stakeholders.
- Responsible for admin compliance across the offices.
- Fixed asset Management and inventory control.
- Managing Visitor Management System, Visitor Gate pass, Employees entry and vehicle pass, Guest and foreign visitors inside Seepz.
- Monitoring inventory of office supplies and purchasing of new material within budgetary constraints
- Contract labors grievances handling.

Highlights:

- Closely monitored project with Contractor and PMC on regular basis and Build factory with MEP services within a time of 1.5 years with office and lab interiors.
- Drafted and Implemented policies for fleet Management.

Nov'19 – May'22: Freelancer

- Associate with MSMEs as Consultant, Strategic partner, and HR functions.
- Provide the best suitable candidate to clients as and when required.
- Articulate SOPs, Policies for the organisation and implement.
- Monitor employee life cycle.
- Manage attendance, leave and payroll for clients.
- Monitor statutory compliances for the clients.
- Develop strategy on revenue modules.
- Conduct soft skill trainings.
- Diligently working with entrepreneurs to drive and achieve the goals.
- Guide clients in new set up, acquisition including negotiation and agreements.
- Organizing review meeting on monthly basis and evaluate progress.
- Employee grievances handling
- Liaising with Govt. Officials like EPFO, Police, MPCB, Municipal Corporation, Tahsil Office etc.

Highlights:

- Implemented systems and process to optimize the available resources.
- Increase working capital and profits in multiple folds.

Aug'17 – Oct'19: Radha Madhav Investments Pvt Ltd., Mumbai

Key Result Areas

- Responsible as Head Administration at Narottam Sekhsaria Family Office. Reporting to MD.
- Administrate leave and license, utility bills processing, repair and maintenance and AMC for equipment, services and submit MIS to Family members.
- Taking care of hotel bookings, authorizing local expenses, rail/air tickets for all Employees / Consultant
- Coordinating with Family members, CEO, CFO and Directors for requirements and assisting them administratively and check feedback on regular basis.
- Looking after electricity and telephone connections, handling bill management for services and maintenance of leased and Promoter Properties
- General Administration in planning facility services and front desk
- Infrastructure development including negotiation with tenants, agreements, office set up, asset procurement, warranty issues, AMC and inventory management.
- Organizing conferences, meetings, family functions and events
- Monitoring administrative staff including office boys, housekeeping, and managing employee grievances and statutory compliance for outsourced staff
- Liaising with Govt. Officials like BMC, MTNL, Police, Tahsil Office for various licenses and NOC

Highlights:

- Acclaimed by Chairman of NSFO for organising yearly events for Offices and Family
- Resolved long pending disputed / encroached property and Provident Fund issues.

Jun'12 – Oct' 16: Shapoorji Pallonji and Co. Pvt. Ltd., Mumbai

Key Result Areas

- Overall responsible for the corporate offices. Reporting to Director Finance and VP - HR
- Operating as single point contact for admin functions like safety and security, bill processing, repair and maintenance and day to day admin related issues for corporate office
- Provide admin support to corporate office like leave and license, utility bills processing, repair and maintenance and AMC for equipment, services and submit MIS to Management
- Taking care of hotel / guest house bookings, authorizing rail/air tickets for all Employees / Consultant / Guests and Business partners
- Coordinating with Business Heads, CEO, CFO and Directors for requirements and assisting them administratively in execution of their plans and check feedback on regular basis.
- Tendering, executing negotiation and finalization of vendors/contractors for facilities and inventories after validation, negotiation and utilizing best services at different locations.
- Looking after electricity and telephone connections, handling bill management for services and rent/ maintenance payment processing for office, bachelor accommodation, guest house and Promoter Properties
- General Administration in planning facility services, optimum utilisation of resources, safety and security and CCTV surveillance
- Maintaining records and safety standards for internal and external Audits and ISO certification.
- Infrastructure development including property search, negotiation with owners, agreements, office set up, asset procurement, warranty issues, AMC and inventory management.
- Managing Guest house operation from initial setup to day-to-day activities till smooth handing taking over of possession
- Organizing conferences, meetings, picnic, social and welfare activities and CSR events like blood donation, plantation, donation to orphans, etc.
- Monitoring administrative staff including office boys, housekeeping and canteen staff and managing employee grievances and statutory compliance for outsourced staff
- Supervising transport management including fleet operations and maintenance
- Liaising with Govt. Officials like BMC, MTNL, Police, Fire Brigade etc. for various licenses and NOC
- Leading a team of more than 15 executives and supervisors

Highlights:

- Acclaimed by Chairman of SP Group for major electricity savings and CSR activities.
- Achieved 3.5 Lakhs of electricity units savings every year at office through modifications.
- Recovered 78 Lakhs INR from Electricity Service Provider for erroneous billing.

Dec'10 – May'12: Videojet Technologies (I) Pvt. Ltd. (Danaher Corporation), Mumbai**Key Result Areas**

- Managing admin department for all the offices in India. Reporting to Director HR.
- Provide admin. and commercial support to all India branches like leave and license, bills processing, property insurance asset and inventory management, safety and security, repair and maintenance and AMC for office equipment, services.
- Supervising and coordinating booking of Hotels / Guest House, rail/air tickets for Employees / Consultant and Guests
- Coordinate with business heads for requirements and execute of plans and policies.
- Managing electricity, telephone, mobile and data card connections, bill management and service issues
- Arrange conferences, meetings, picnic, welfare activities and CSR events like blood donation, plantation, donation to orphans and schools.
- Procurement of all IT and Admin asset for all over India Offices
- Lead and manage administrative staff for effective administrative functions.
- Liaising with private and govt. organisations like MSEB, MIDC, CIDCO, NHAI, Schools, NGOs, Police, TRAI, etc.
- Preparing admin budget and MIS reporting to Global Head for India Offices
- Manage transport, car leasing and company own vehicles.

Highlights:

- Achieved cost reduction of 30% in communication facility and drive project for Danaher India

Feb'08 – Nov'10: Panoramic Group of Companies, Mumbai**Key Result Areas**

- Supervise safety, security, inventory and asset management of Panoramic Group offices and Hotels in India. Reporting to Admin Head.
- Interfacing with Business Heads for their requirements and business expansion
- Provide commercial support for over 80 branches like leave and license, bills processing and MIS, petro cards, property insurance and AMC for office equipment.
- Arrange company hotels / guest house and rail/air tickets for employees, Consultant and Guests
- Act as the single point of contact for Infrastructure development, co-coordinating with internal Departments and external Agencies for office set up for Panoramic Group and update Management on progress.
- Accomplish negotiation of contracts for stationery and office equipment and manage the electricity connections, telephone, mobile, data card procurement, bill management and rent payment processing for rented premises for group.
- Arrange conference and meetings, lead various Admin tasks, assist in admin budgeting, MIS and asset reporting to the management.

Highlights:

- Bestowed with a Cash Award for completing over 13 offices set up projects at a time and implements Model branch concept.
- Recognized for efforts and appreciated by MD for carrying out inventory management of all over India branches in 4 months including policy making, training, asset recording and policy implementation.

Jan'93 – Jan'08: Indian Navy (Defense services), major ports in India**Key Result Areas**

- Key point of contact between superior and sub ordinates
- Arrange vendors for various works, invoice processing, etc.
- Collaborate with finance team to ensure timely payments to vendors and transport management in India and various foreign ports.
- Monitor goods canteen, cafeteria, housekeeping and office equipment and Department In-charge in Front Line Warship for 7 years.

- Ensure security of cash, goods, equipment, high value assets, books, etc. and executed counter strategies against sabotage, thefts fraud, forgery, drugs and information security.
- Supervise the installation of access control devices, intruder detection and alarm systems, surveillance cameras, recorders, fencings, fire detections and other systems to ensure adherence to security.

Highlights:

- Served as Security In-charge during President Fleet Review at Vishakhapatnam
- Visited 25 countries in the world and managed logistics support and security at international ports.

EDUCATION

2008 PGD (Human Resources and Personal Management) from BIMS (Balaji Institute of Management Studies), Pune

2006 Diploma (Industrial Safety and Security Management) from NISM (National Institute of Security Management)

2000 Bachelor of Arts from Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

IT Skills: Well versed with Microsoft-Office, SAP and Internet Applications

PERSONAL DETAILS

Date of Birth: 23.07.1975

Languages Known: English, Hindi and Marathi