

# VIJAY BHAGWAN YAMGAR

**SR. MANAGER  
ADMINISTRATION**

**PHONE** | (+91) 9819270132

**EMAIL** | yamgar\_vijay@yahoo.co.in

**LOCATION** | Navi Mumbai, INDIA

**EXPERIENCE** | 20 Years 0 Month

## Key Skills

- Team Management
- Repair And Maintenance
- Guest House Management
- Cafeteria Management
- Housekeeping Management
- Warehouse
- Facility Administration
- SECURITY OPERATION
- ADMIN
- LIAISONING
- EHS Management
- Hazard Identification
- TRANSPORT & LOGISTICS

## Certification

- COPA
- USHA FIRE & SAFETY
- DILOMPA IN COMPUTER APPLICATION

## Languages

- HINDI

## Profile Summary

I am looking for challenging carrier path in administrations, facility and security departments in large or multiple manufacturing unit setup.

## Work Experience

### Sr.Manager Administrations

AARAV FRAGRANCES & FLAVOURS PVT LTD

Looking Administrations and facilities operations of multiple locations it's including security, fire & safety, Houskeeping, Gardening, CCTV and access control managements, Transportations, timely scrap disposals, vendor managements and Negotiations, AMC Managment and it's timely renewals, Repairing and Maintenance of all the units, billing and payments, office stationary, furniture, Licences and it's timely renewals, liaisoning with local and government authorities of all the locations, Attend the court matters , legal matters of the company, Cafeteria operations of all the units, In & out materials daily traceability, fullfill the requirements of all the plant heads, Compliance and Audits, Training calenders of all the units, and General administrations like Hotel booking, Arrangements of accomodations of new joining, visa processing, Air, Train bookings as per HR teams requirements, ID Cards, visiting cards, uniforms, laptop process for new joiners,

- MARATHI
- ENGLISH

## Social links

- [www.linkedin.com/in/vijay-yamgar-87b309135](https://www.linkedin.com/in/vijay-yamgar-87b309135)

Arrangements of yearly picnics, office Pooja, employee birthdays. process of managing and overseeing the budgeting process within an organization it's including strategic plan budget, cash budget, master budget, labor budget, capital budget, financial budget, operating budget. suggest management about latest technology and innovations to reduce administrative costs.

### **Sr.Manager Facilities & Admin**

Yaashkrishni Food Science Limited  
06/2022-06/2024

Responsible for overall Administrations of the plant.

### **Sr.Manager Factory Admin**

AAK INDIA PVT LTD  
11/2013 - 06/2022

Heading position of Sr.Manager Factory Admin and looking entire operations of security, Housekeeping, Gardening, Landscaping, scrap disposals, Company Transportations, cafeteria, Parking management, vehicle inspection, handling local liaisoning, support HR during union disputes.

### **Manager Facilities**

Denesita Phadnis Food Industries Ltd  
02/2011 - 11/2013

Responsible for facility administrations like General repairing and maintenance, Security, Health and safety, Hygiene & cleaning, Gardening and Landscaping operations, Vendors and Contracts management and Negotiations, warehouse and parking management, Transportation, Air & hotel bookings, liaisoning with local and government authorities, Inventory and materials management, Costing and saving management, Licensing and it's timely renewals, people and union management.

### **Assistant Manager Administartions**

Lavasa Corporation Ltd  
10/2008 - 02/2011

overall responsibility of administration, safety, security, canteen hygiene, Housekeeping, Transportation, Timely compliance, Vendor & contracts management, Union issues & IR and CSR operations of Food manufacturing plant.

### **ADMIN OFFICER**

RK FOODLAND LTD

10/2006 - 08/2008

Looking entire security & Admin operations of food manufacturing unit.

### **Unit Admin officer**

Top security Ltd

10/2001 - 09/2006

Handling security operations of logistic parks.

## **Education**

### **MBA/PGDM - HR/Industrial Relations**

2014

Institute of business managements.

### **B.Com - Commerce**

2004

Shivaji University, Maharashtra

Grade - 10/10

## **Projects**

### **CCTV, ACCESS CONTROL, FIRE CONTROL PANNEL OBSERVATIONS & REPORT WRITING.**

337 Days

Under training of HR department to observations of CCTV Footages and access control and report writings of unwanted incidents. Uses and physical training of fire equipment's like fire extinguishers, fire hydrant systems, fire pump room and fire control panels.