

Akash Malunekar

ADMINISTRATION, INFRASTRUCTURE AND FACILITIES MANAGEMENT

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Highly motivated and results-oriented Administration, Infrastructure and Facilities Leader with over 10+ years of experience driving operational excellence and ensuring compliance in large-scale environments. Seeking a Senior role within the Banking, NBFC, Manufacturing, Retail or FMCG industries to leverage proven expertise in comprehensive facility management, strategic vendor relations, and sustainable practices to enhance infrastructure resilience and occupant satisfaction.

PROFESSIONAL SUMMARY

- Administration, Infrastructure and Facility Leader with 10+ years of experience in managing large-scale environments, ensuring operational excellence and cost-effective solutions.
- Expert in developing and executing comprehensive facility management strategies, including budget management, vendor relations and safety compliance.
- Proven ability to manage infrastructure and facilities for multiple branches, ensuring seamless operations and compliance across diverse locations.
- Adept at leading teams, resolving technical and non-technical issues, and negotiating optimal pricing with vendors and suppliers.
- Proficient in new branch/Office sourcing, project execution, and property due diligence, ensuring timely delivery of materials and services for new projects.
- Experienced in Employee Services, Emergency Response, Travel & Hotel Management, Event Management, Government Authority Handling, Canteen & Transportation Management, Soft Services, Maintenance & Repair, MEP, Automation, Courier Services, Legal Compliance, Greenfield Projects, Fire & Safety, Security & CCTV, ID card and Stationary Management.
- Skilled in utilising technology for energy management, compliance and sustainability, optimising resource utilization and reducing operational costs.
- Recognized for strategic goal achievement and outstanding contributions with a history of awards and recognitions.

WORK EXPERIENCE

ICICI Home Finance Company Limited

Regional Infrastructure and Facilities Manager (Nashik, Maharashtra) (May 2021 - Present)

Responsible for regional infrastructure, Administration and facilities management, ensuring operational excellence, Business Continuity and regulatory compliance across multiple branch properties.

- Directed infrastructure and facilities management for 42 branches across Maharashtra & Goa, ensuring smooth operational efficiency and regulatory compliance.
- Managed office infrastructure, transportation, cafeteria services, and technical maintenance, overseeing seating arrangements and resource efficiency.
- Implemented and enforced COVID-19 safety protocols, providing vital emergency support to branches during critical periods.
- Managed lease and rental agreements, fostering strong landlord relationships, efficiently sourcing new properties for prospective branch locations.
- Headed branch design and layout initiatives, assuring fire safety measures and maintaining optimal branch functionality.
- Oversaw procurement processes, contractor management, and project implementation, guaranteeing timely delivery of vital services and materials for streamlined project completion.
- Coordinated comprehensive administrative and operational support, including employee services, courier services, travel arrangements, branch stationary and event management. Implemented and managed robust security protocols and CCTV surveillance to effectively protect company assets.
- Guided a team of 50+ members and supported 750+ employees in the region, resolving complex technical and non-technical challenges and negotiating favourable pricing agreements with vendors.
- Managed new branch acquisitions from due diligence to project handover, completing budget planning and execution efficiently.
- Administered routine branch inspections, promptly resolving employee issues and enhancing overall facility satisfaction levels.
- Managed & negotiated premises agreement renewals and termination for mapped branches, securing favourable terms for the organisation.
- Successfully completed the end-to-end development of 27 new branches in Maharashtra and Madhya Pradesh. This involved property sourcing, property due diligence, securing senior management approvals, LOI issuance, rent agreement finalisation and layout finalisation and budget planning, culminating in successful project execution and business team handover.

Achievements:

- Enhanced branch operational efficiency by streamlining infrastructure management processes.
- Reduced operational costs by negotiating contracts with vendors and suppliers.

Lotus Technicals Pvt. Ltd.

Electrical Engineer (Thane) (Feb 2021 - May 2021)

Responsible for supporting project design, on-site execution, and compliance with construction drawings.

- Provided support to the Costing and Design team by finalizing project activities related to Process/Facility, Electrical, Mechanical, HVAC, Utility, and Fire systems layouts and resource planning.
- Managed on-site project execution, ensuring compliance with construction drawings and coordinating necessary adjustments with the design team.
- Managed an Injectable (Pharmaceutical) Facility Project in Oman, participating in on-site activity planning, execution, and progress tracking in accordance to deadlines and requirements.
- Reported daily project status updates to headquarters, maintaining communication with the Project Manager and managing vendor coordination.

Achievements:

- Enhanced project quality by coordinating with teams to ensure on-site execution aligned with design specifications.
- Contributed to cost management by supporting the costing team in accurately planning manpower and materials.

ACG Associated Capsules Pvt. Ltd.

Assistant Engineer - Engineering Services (Dahanu & Shirwal) (Feb 2018 - Feb 2021)

Responsible for managing facility operations, ensuring regulatory compliance and coordinating external services.

- Managed operations and maintenance of facility systems including electrical substations, HVAC systems, boilers, DG sets, Building Management, Housekeeping and capsule manufacturing machines.
- Supported the IIOT team by managing data entries, performing data analysis, and ensuring the accuracy of IIOT systems integration.
- Ensured adherence to company's regulatory norms and compliance with industry policies and practices.
- Coordinated with external service agencies and government bodies to acquire essential services and meet all statutory compliance regulations.
- Generated cost estimates for inclusion within proposed capital and operational expenditure budgets.
- Maintained safety procedures and housekeeping standards to maintain compliance and regulatory requirements.

Achievements:

- Ensured cost savings and reduced downtime by implementing and optimizing preventive maintenance schedules for facility systems.
- Enhanced system efficiency by proactively performing root-cause analyses of any component failures and equipment malfunctions.

SFO Technologies Private Limited

Facility Engineer (Pune) (Jan 2017 - Feb 2018)

Responsible for overall facility operations, project execution and compliance, and employee services.

- Tracked daily site progress and prepared daily work schedules to ensure timely project completion in facility operations.
- Managed Greenfield Wiring Harness Plant Project and led responsibilities for safety and legal compliance measures.
- Secured plant project approvals from appropriate government authorities and maintained compliance.
- Oversaw facility operations, maintenance, and employee services, including housekeeping, canteen, transport, Asset Management, Fire Hydrant System and IT assistance.
- Managed warehouse operations, access control protocols, emergency evacuation protocols, and the security of plant facilities.
- Prepared detailed preventive maintenance checklists, schedules and managed equipment and instruments.

Achievements:

- Streamlined facility operations by implementing effective maintenance checklists and schedules.
- Enhanced safety compliance by successfully managing a Greenfield Wiring Harness Plant Project and securing project approvals from authorities.

Thermax Limited

Site Executive (Pune) (Jan 2014 - Jan 2017)

Responsible for managing electrical and mechanical operations and maintenance to ensure facility readiness.

- @Site ITC Limited (Cigarette Division) Ranjangaon, Pune
- Operation and Maintenance of Electrical System (Transformer 2X2.25MVA, 22Kv HT and LT Switchgear, DG Set, UPS, PCC, MCC, Panels, HRV Battery, Battery Chargers, VFD, SCADA, BMS, EMS, PLC), Boilers (2 x 8Ton), Air Compressor, ETP, WTP, HVAC system (Chiller, AHU, Cooling Tower, AC), CCTV & Fire Alarm and Hydrant System.
- Leading a team (9no's Electrician) and managing operation & maintenance of the plant facility.
- Delivered regular Tool Box Talks and Energy Conservation Awareness sessions to enhance safety and reduce energy consumption among facilities staff

Achievements:

- Maintained high operational efficiency by overseeing comprehensive system management and maintenance procedures.
- Enhanced safety protocols by managing integral plant safety systems
- Achieved highest KPI during tenure.

SKILLS

Technical Skills: Facilities Management, Budget Management, Vendor Management, Compliance Management, Project Management, Space Planning, Energy Management, Building Management, Business Continuity, Branch Administration, Multi Properties Management, Technology Integration, Lease Management

Soft Skills: Communication, Problem-solving, Negotiation, Team Leadership, Adaptability

EDUCATION

M.S.S.'s College of Engineering & Technology, Jalna, Maharashtra

Bachelor Engineering

Guru Gobind Singh Polytechnic, Nashik, Maharashtra

Diploma In Engineering

ACHIEVEMENTS

- Recognized as a Strategic Goal Achiever at ACG Ltd FY19-20 for contributions to company objectives.
- Awarded Discretionary Performance recognition at ACG Ltd FY19-20 for outstanding contributions and performance excellence.
- Recognised for Energy Conservation initiatives at ITC Ltd FY14-15

LANGUAGES

Hindi, Marathi, English