**DEVENDRA PEDNEKAR**

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# PROFESSIONAL SUMMARY

Dynamic, driven, and accomplished Administration & Facility Manager with over 18 years of experience. Skilled in project administration, office maintenance, operations, and safety measures. Exceptional in problem-solving, team building, negotiation, leadership, and departmental budgeting. Proven ability to establish meaningful relationships with clients and stakeholders.

# AREAS OF EXPERTISE

Strategic Planning & Implementation Purchasing and Negotiation

Communication Skills Budgetary Planning

Project Supervisor and Operations Quality Assurance / Productivity Optimization

Vendor Management Customer Relationship/Teamwork

# PROFESSIONAL EXPERIENCE

**Ecole Mondiale World School**

**Manager-Administration July 2024 -Present**

* Managing Security Manpower planning & Budgeting
* Security Operations:- CCTV,FAS,Access controls
* Transport Services -Bus & Cars
* Assets & Inventory Management
* Organize & manage Facility services:- Peons,drivers,housekeeping staff
* Maintaining Insurance policies Records {General & Property Insurances}
* Liaisoning with Govt and Non Govt authorities
* Renewal of Vendor AMC, IT & maintenance Agreements.
* Utility & other relevant Bills submission to Finance Team.
* Visa renewal and FRRO,
* Managing School events.
* Statutory compliances

**Tricon Energy May 2021-July 2024**

**Manager-Administration & Facilities**

* Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
* Vendor Management, Negotiations & Procurement.
* Oversee Facility Maintenance & Services- {Goregaon & Andheri Location} ensuring its Fire compliant.
* Manage schedules and deadlines.
* Travel Arrangements {Air, Cab, Train}, Hotel Booking, Visa, Foreign Exchange & Forex Card.
* Company Vehicle Maintenance & Insurance Records.
* Monitor stock/inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
* Compliances related to office administration, like drafting rental agreements, property tax, insurances.
* Developing, reviewing, and improving administrative systems, policies, and procedures.
* Planning, scheduling, and promoting office events.
* Co-ordination with HR for onboarding process.
* Ensures a safe, secure, and well-maintained facility that meets {EHS} environment, health and security standards.
* AMC Contracts Renewal, Office Asset Insurance & Agreements.
* Processing Invoices & timely follow up with Finance Team for Vendor payments.
* CCTV & Biometrics ESSL Access Machine/Card.
* Managing Waste disposal systems.
* IT Asset Auction, CSR Activity & Fire Drill Program.
* Ensuring Facilities meet Compliance standards & Government regulations.
* Parking Management, Indoor plants maintenance, Repairs & Maintenance.

**Intellect Design Arena Ltd {Polaris Group} Oct 2016 - July 2020**

**Administration / Facility Manager**

* Planned and managed maintenance operations for a 150,000 sq. ft. office, overseeing 60+ vendors and projects up to $10M.
* Implemented risk management programs for 2,500 personnel, achieving zero injuries through fire drills and safety education
* Managed budgets,Vendor negotiations and annual maintenance contracts for cost effective operations.
* Supervised maintenance of Security systems(CCTV,fire protection,UPS,DG) and monitored cafeteria services.
* Maintained asset tracking procurement and billing reconciliation with finance for timely payments.
* Reports(MIS Budget vs Actual KPIs, inventory,audits) and preserved critical documentation for internal/external audits.
* Recognized as Employee of the month in November 2019 for outstanding contributions.

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# Aspire Technologies May 2009 – April 2016

**Sr Executive-Operations**

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# Avesta Infoways Pvt Ltd March 2004 – Apr 2009

**Operations Executive**

# EDUCATION

MBA, Sikkim Manipal University

B.Com, Bhavans College

S.S.C, ST. Thomas High School

# PERSONAL PROFILE

Date of Birth: - 7th Dec, 1981 Nationality: - Indian

Marital Status: - Married

Linguistic Ability: - English, Marathi, Hindi and Konkani