**Milind Krishna Gotpagar**

**CTC: 20 LPA (Fixed)**

C38, Flat No 14, Gayatri CHS Ltd, Sector 48, Seawood, Nerul West Navi Mumbai 400706

Tele: 9920299951/9930922279

Email**:** [milindg36@gmail.com](mailto:milindg36@gmail.com)

Male, Married, Born on 18th September 1971

Expertise: Corporate Administration, Facilities Management / Property Management / / Government Liaoning / Project Execution / Corporate Social Responsibilities.

**Areas of expertise**

* **General Administration**
* Competent in managing Corporate/ Security Operations. Housekeeping, mail management, fleet management, record management, AMC, rate contracts, communication, policy preparation & implementation, Events, property management, guest house management, Air travel management and hotel accommodation at PAN India responsibility.
* Competent in handling Factory Security ,Canteen, contractual agencies, finalizing terms of contracts ,renewing contracts, establishing good relations with them and ensure they meet services, cost, delivery and quality norms with SLA entered .
* Ensure effective rendering of services including Timesheet Administration, Courier, Housekeeping, Cafeteria, Transport, Guest Houses, Printing & Stationery, etc. to enable smooth flow of operations.
* Procurement & purchases -revenue and capital items / routine requirements for office operations .
* Preparation of Corporate Admin Budget and keeping track on expenses with cost saving initiatives etc
* **Facilities Management**
* Large Commercials Complex Effective plan preventive /routine & breakdown maintenance of facilities including Infrastructure, Buildings utilities , HVAC / Power Systems, Audio-Visual Equipment, , Electronic / Electrical Fittings , Elevators, Fire Fighting, STP, WTP/ DG Set, Water pumps , Facade , Building Safety Systems , Building Automation system ,EHS .
* To ensure effective housekeeping standard by utilising chemicals, equipment and machinery with training, checklist by constant monitoring and supervision.
* Coordinating with external agencies for negotiating & executing AMCs for maintenance of office

Infrastructure as well as plan & execute construction –renovation projects, leasing/hiring of branches,

etc.

* Expertise in Asserts / Property management of large Commercials / Residentials Complexes /

Malls / Five Star hotels and warehouseand Hospital Administrations.

* **Corporate Social Responsibility -CSR activities.**
* Yearly Plan for execution of CSR fund and manage the end-to-end execution of CSR projects, from planning through to assessment. Empanelment of NGOs / Agencies / Ensure effective and efficient Utilisation of funds, with regular regular audits and compliance checks
* **Security and Safety.**
* Develop and implement security policies, protocols and procedures/ control budgets for security operations and monitor expenses.
* Recruit, train staff /plan and coordinate security operations for specific events.
* **Liaison with Govt. Authorities**
* Liaison efficiently with MCGM (Bldg. proposals, Bldg. & Factory, Pest Control, Estates , CFO ,Property Tax, Assessment &collection dept,) , PWD , MIDC/MPCB , MSEB, CIDCO , Custom (DGFT)
* **Project Management / Property Maintenance & Procurement & Commercial Operations**
* Preparation specifications, BOQ, SLA, evaluation of bids, execution, supervision of work etc. Capital procurement and purchases along with commercial department.
* **Compliances**
* To ensure for 100 % compliances for Statutory, Legal & Social compliances

**Wartsila India Pvt Ltd -Wartsila Corporation - Manager Administrations, Facilities & CSR**

**( Head Admin & CSR -GLOBAL Position NOV 2023 Till Date ( Still Working )**

Taking care of Corporate Administration ,Facility Management and CSR portfolio PAN India including factory administrations , projects , government liasioning , compliances and CSR activities .

* Engage with business / functional teams to identify requirements from an admin and facilities standpoint and lead delivery of the same
* Formulate initiatives that result in cost savings, efficiency improvement and positive financial impact for the organization
* Ensure delivery of services in accordance to set terms and conditions and contractual norms
* Select appropriate external vendors for facility management, travel booking and canteen services and evaluate their day-to-day functioning to provide best-in-class facilities to employees
* Design and implements office policies by establishing standards and procedures, measuring results against standards and making necessary adjustments
* Oversee the management of correspondence flow to/from the organization and ensure proper document handling, digitization, archiving and forwarding to concerned entity
* Define procedures for retention, protection, retrieval, transfer, and disposal of assets
* Complete operational requirements by scheduling and assigning employees (both on-roll and contracted) and following up on work results
* Prepare an annual budget, scheduling expenditures, analysing variances, and initiating corrective actions to achieve financial objectives
* Validate developed annual plan for maintenance of facilities, monitor implementation and ensure the response and execution of corrective/ unplanned maintenance.
* Monitor day-to-day activities to ensure compliance with stipulated policies and procedures
* Lead and direct the continuous improvement of Admin departments systems, processes and practices taking into account leading practices, market standards and changes in the business environment
* Guide, mentor and develop the Admin department’s team to take larger and more complex responsibilities
* Establish a high-performance working environment within the Admin department

**Krystal Integrated Services Pvt. Ltd General Manager – Facilities Operations**

**NOV 2015 Till NOV 2021**

It provides integrated facility management services. It offers housekeeping, office cleaning, guest house management, floor maintenance, landscaping and horticulture, pest control, waste management, HVAC and electrical maintenance, and office support services.

* Handle & managed Facilities portfolio PAN India (Technical& Soft Services) for entire group with a direct reporting staff about 21 across locations.
* Handled all types of compliances and government liaison activities etc.
* Handled Facilities Operations portfolio (Technical & Soft Services) consisting of Corporate Offices , Factories, Warehouse, Godowns, Five Star Hotels Leading Hospital Hospitals, Mumbai Air Port (MIAL), Schools, Shopping malls, institutes, Corporate Guest Houses etc. .
* Previewing and proactively establishing required procedures and training personnel to consistently meet and exceed the financial and performance expectations of the client in a safe and cost-effective manner for FM services.
* Providing technical advises / directions for all facility management services and tapping into our resources to reduce costs and clients satisfaction in all respects.
* Taking corrective actions to bring about required technical and interpersonal skills and morale to meet and exceed the expectations of the client and with KISPL.
* Serving as a role model, mentor, and valued resources for the client and KISPL for both Security & Facilities portfolio.
* Execution of projects activities and renovation work across branches.

**Wanbury Limited, Mumbai Sr. Manager – Administration/ Facilities &CSR Mar 2012 – Nov 2015**

One of the India’s fastest growing pharmaceutical companies with a strong presence in API (Active Pharmaceutical Ingredient) global market and domestic branded Formulation.

* Handled Corporate Administration – Security & Facilities function PAN India operations. Total 50 lac SFT facilities with direct reporting executives of about 15.
* Set up / implemented Factory security programme along with training of security guards/ does &don’ts, Fire & Safety / First Aid and on Bomb Detection and spillages managements etc.
* Handled and successfully completed various projects on time within budget cost sanctioned and allocated.
* Govandi &Turbhe R & D , Patalganga -Tarapur plant entire estate and Facility management and maintenance
* Handed MCGB, MPCB, Estate, Police, MIDC Liaison work very efficiently.
* Overall responsibility for Import Export Documentation and clearance
* Liaison with Customs for Import-Export clearance & liaison with banks in Import Export matters.
* To ensure all records & registers are maintained as per Import/Export Policy & Procedure.

**Noted Contributions**

* Cost saving achieved in various AMCS, Rates contracts, Project work etc.
* Streamlined the dispatch / centralised billings operations by proper analysing and constant monitoring.
* Played a pivotal role in organising & managing numerous events such as AICOG 2013 at BKC, Mumbai.

**Crompton Greaves Ltd Sr. Manager – Administration & CSR Dec 2009 – Mar 2012**

CG Power and Industrial Solutions Limited, previously known as Crompton Greaves Limited, is an Indian multinational company engaged in design, manufacturing, and marketing of products related to power generation, transmission, and distribution

* Headed Corporate Facilities function for corporate office and Kanjur plant. Total 60 Lac SFT facilities with reporting executives at managerial category of about 20 in number.
* Spearheading a team of 20 members in managing wide gamut of Administration -Security functions ranging from preparation of corporate Admin policy, Travel, Accommodation, Housekeeping, Cafeteria, Transport, Vendor Management, Contract Administration, Inventory, Safety & Security as well as Personnel Management.
* Overseeing maintenance of Electro-Mechanical Equipments including UPS, Inverters, AHU's, Fire detection system, CCTV systems, as well as preparing maintenance schedules, log books, equipment history cards, etc
* Handled MCGB Liaison for the company projects i.e. IOD, CC, BCC, CFO Clearance, property card , category certificate , TWR,REPAIR CESS , Search reports land revenue tax, Valuation reports , PWD-BEST NOC etc.

**Noted Contributions**

* Demonstrated abilities in identifying & developing efficient vendor base and ensuring their performance using Matrix services and performance score card.
* Instrumental in leading project management initiatives of the Firm for identifying new office space, vendor selection to execute office design & development, execution, refurbishment & commissioning in all respects.
* Streamlined the AIR Travel / HOTEL / GUEST House operations by proper analysing and constant monitoring.
* Played a pivotal role in organising & managing numerous events such as Sr. Leadership Program Event, CG Golf 2012.
* Security safety awareness and initiatives programmes initiatives across the plants locations.

**Abbott India Limited Manager – Administration & CSR Sep 2007 – Dec 2009**

Headquartered in Mumbai, Abbott India Limited, a publicly listed company and a subsidiary of Abbott Laboratories, takes pride in offering high-quality trusted medicines in multiple therapeutic categories such as women's health, gastroenterology, cardiology, metabolic disorders and primary care.

* Spearheading 25 lac SFT facilities with a team of 10 members in managing wide gamut of Administration functions ranging from policy, compliance , Travel, Accommodation, Housekeeping, Cafeteria, Transport, Janitorial, Vendor Management, Contract Administration, Inventory, Safety & Security with regards to CTPAT norms .
* Overall responsibility for Import Export Documentation and clearance
* Liaison with Customs for Import-Export clearance & liaison with banks in Import Export matters.
* To ensure all records & registers are maintained as per Import/Export Policy & Procedure.
* Overseeing maintenance of Electro-Mechanical Equipments including UPS, Inverters, AHU's, Fire detection system, CCTV systems, as well as preparing maintenance schedules, log books, equipment history cards, etc.

**Noted Contributions**

* Renovated ADC Office projects Satisfactory right from planning till execution and set up all the facilities.
* Provided strong administrative support for contribution towards Abbott Nutrition (ANI) Expansion.
* Played a pivotal role in organising & managing numerous events such as Sr. Leadership Program Event, Achievers Summit and MD’S Awards Function for 2008 and 2009.
* Hats Off awarded from Director – HR of Abbott India for the new office project executed for the year 2008.
* Nominated for Managing Directors Awards for year 2008 owing to successful completion of Office Projects.
* Demonstrated abilities in identifying & developing efficient Vendor base and ensuring their performance using Matrix services and performance score card.

**TATA Chemicals Limited Deputy Manager – Administration & CSR Sept 2005 – Aug 2007**

**Sodexho Pass Services (I) Pvt. Ltd. Manager – Facilities & Properties May 2002 – Aug 2005**

**Bennett, Coleman & Co. Ltd Senior Officer - Administration & Projects Dec 1998 – Apr 2002**

**Voltas Ltd. Officer Administration – Properties Dec 1995 – Dec 1998**

**Pratiksha Associates Site Engineer May 1992 – Dec 1995**

NOTE : November 2021 to Nov 2023 -with Rainbow Integrated MultiTech Pvt Ltd as Regional Head -Facilities operations .

**Computer Forte :**

Proficient in working with Windows XP, MS Office (Word, Excel, PowerPoint), Internet and Email using MS Outlook

**Academia**

* **Diploma in Civil Engineering (1992)** from K.J. Somaiya Polytechnic, Mumbai. Secured **59%** Marks.