

TEJAS MHATRE.

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PROFESSIONAL SUMMARY

Experienced Administrative Coordinator Procurement specialist with over 17 years of expertise in optimizing operations, managing and handling diverse administrative responsibilities across multiple cities. Proven ability to improve organizational effectiveness through strategic planning, personnel management, and resource optimization. Adept at conflict management, fostering client relations, and leading teams with a focus on high performance. Known for excellent organizational skills, attention to detail, and the ability to anticipate and resolve problems proactively.

Key Competencies:

- Office Administrative Management
- Vendor & Facilities Management
- Budgeting & Cost Control
- Multisite Operations Coordination
- Privacy Compliance & Records Management
- Strong Communication & Customer Relations
- Conflict Resolution & Problem-Solving
- Staff Training & Development
- Multi-tasking

PROFESSIONAL EXPERIENCE

Admin Head

Adroit Corporate Services Pvt Ltd, Marol Naka, Mumbai, INDIA

December 2022 – 16.09.2025

- Lead and oversee administrative functions, ensuring smooth operations across departments.
- Develop and monitor policies, processes, and employee engagement strategies.
- Act as a point of contact among internal team- employee relations, different departments like Accounts, Operation, HR, IT and compliance with company policies and legal regulations.
- Coordinate multi-city office operations, including facilities management and resource distribution.
- Provide strategic input to senior leadership, working closely with the CEO and top executives to improve company performance.
- Supervise junior staff and provide training to ensure optimal performance and workflow efficiency.
- Oversee office events, meetings, conferences, and corporate training sessions.
- Managing the budget for administrative functions and ensure cost-effective procurement of office supplies, AMCs and vendor management.
- Conduct regular reviews of administrative systems and policies to improve overall productivity and cost efficiency.
- Travel Management & Liaisoning.
- Property Management _Purchase, Sale, Rentals, Infrastructure, Office set up.
- Access & Security Control.

Assistant Manager – Personal Assistant & Administration.

HSAG Consulting Pvt Ltd, Ghatkopar, Mumbai, INDIA

April 2017 – November 2022

Haren Sanghvi & Associates, Ghatkopar, Mumbai, INDIA (Gropup Company of HSAG)

July 2016 – March 2017

- Acted as the first point of contact for both internal employees and external clients.
- Managed executive schedules, coordinated meetings, and arranged domestic and international travel.
- Implemented and maintained office filing systems, optimized workflow, and streamlined administrative processes.
- Coordinated with vendors for office supplies and professional services, ensuring cost-effectiveness.
- Provided excellent customer service by addressing inquiries, resolving issues, and anticipating client needs.
- Handled office insurance renewals, property maintenance, and statutory payments.
- Supported the management in event planning and conference organization.

Executive Administration,

Neelay Health Care Pvt Ltd, Dadar, Mumbai, INDIA

May 2010 – June 2016

- Managed calendars, travel arrangements, and event planning for company executives.
- Assisted in the preparation of detailed reports and documents in line with administrative processes.
- Implemented efficient workflows and continuously improved operational efficiency.
- Worked with finance teams to monitor budgets and ensured compliance with financial procedures.
- Led the coordination of internal and external meetings, corporate events, and client communications.

Area Sales Manager

MAX NewYork Life, Dadar, Mumbai, INDIA

February 2006 – February 2010

- Managed and increased sales by developing strategies to achieve corporate goals.
- Led a sales team, monitored performance, and provided coaching to enhance productivity.
- Achieved sales targets and received recognition for outstanding performance (e.g., Malaysia visit in 2008).

EDUCATION

Bachelor of Commerce (B.Com.) 2004

HSC MAHARSHTRA BOARD 2001

SSC MAHARSHTRA BOARD 1999

CERTIFICATIONS

- **Negotiation Skills (2-day certificate program)** – Welingkar Education
- **Mastering Time Management (1-day program)** – The Center for Excellence

EXTRA CURRICULAR ACTIVITIES

- Completed Mumbai Marathon Dream Run (2018)
- Completed 10 Km Mumbai Marathon Run (2019)

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- MS Outlook, Google Workspace

PERSONAL DETAILS

- **Date of Birth:** 8th March 1983
- **Status:** Married
- **Address:** Address: 505 F5 Redwood Panvelkar Greencity, Ambernath, East-421501
- **Alternate Mail ID:** tejas.mhatre@rediffmail.com.

Tejas Mhatre

Date:

Place: