**ManikantanP.Madhavan** 

Veena Apts, Plot No. 1092,

Flat No.302, 3nd Floor,

Sector 19B, Near Bal

Ashram, Kopar Khairane, Navi mumbai – 400 709.

**DOB: 31/05/1967**

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**Career Objective**

With over 25 years of experience in administration & operation, real estate. I would like to seek more responsibilities where I can demonstrate my keen analytical ability as well as my leadership qualities. I am well versed in all aspects of Office, Factory Admin Management, facility management & I.T experiences. I would like to try new avenues where this knowledge can be taken forward and will result in a mutually benefiting relationship

**Work Experience**

* Efficient administration of a 600 people facility  
  reduced the administration cost by 10% with better usage of technology.  
  Effective management of a team of 8 people.
* Involved overseeing a company's daily operations, ensuring efficiency, and contributing to overall strategic goals. This includes responsibilities like strategic planning, resource management, vendor collaboration, capacity planning, project management, and performance reviews. Effective operations managers also excel in data analysis, compliance, and cross-departmental collaboration to optimize processes and drive business success.
* Budgeting
* IT & telecommunication control for entire Locations
* Mail Server administration & firewalls
* Assisting management team in various projects to support the  
  Finance, Human Resource, Marketing and Sales team.
* Coordinating facility security, including employee access and training.
* Conducting KRA every quarter and entire arrangement.
* Security Surveillance system
* Payroll Management( coordinate with department before the salary process till the finalization)
* Patent/trademark/copyrights and incorporation related
* Very good knowledge in Union matters / Mathadi
* Branding kind of works / innovation in communication system
* Handling all grievances / accident kind of matter
* Insurance protection (building/employees/travels……)
* Ensure all administrative executives perform their duties diligently and the housekeeping staff is appropriately turned out and they keep the premises at the desired level of cleanliness.
* Responsible for complete upkeep of the factory and office premises at all times.
* Responsible for timely registration/renewal of licenses related to factory, BMC/MPCB/Vehicle/Fire/Water etc.
* Company incorporation process & Registration
* Full knowledge of Patent Registration Process. Worked with many IP agencies for certification process.
* Attending to any complaint or query immediately and resolving the same at the earliest possible time as per priority.
* Ensuring thorough safety measures are followed in the factories as per the relevant laws.
* Ensuring smooth inward and outward movement.
* Establishing relationships with various external service providers  
  to ensure good quality and pricing.
* Ensuring the Security system (Monitor & Report any unusual things happen during the working hours & night, Manpower, Equipment and Procedures) in the organization (all units) is functioning effectively at all times.
* Ensuring thorough security screening (electronic and frisking) at all premises to minimize losses due to pilferage.
* Co-ordination with sales team in all over india.
* Selection of vendors and contractors and preparation of budget and approval.
* Responsible for ensuring that the Lunch and snack provided at the organization match the highest possible standards of quality, quantity and timely distribution.
* Responsible for organizing specific cultural events in the organization as directed by the Managing Partner.
* Supplies, housekeeping, clothing, food service, laundry, stores, forms, buildings and grounds maintenance, engineering and safety programs, and prison industries.
* Ensure that administrative systems and procedures are in place and adhered to.
* Ensures proper labor relations and conditions of employment are maintained.
* Payroll Management.
* Taking care all accidental matter & further formalities (ESIC related)
* Selection of vendors and contractors and preparation of budget and approval.
* Responsible for ensuring that the Lunch and snack provided at the organization match the highest possible standards of quality, quantity and timely distribution.
* Good knowledge in Key Management

Real Estate experience

Worked with some group in redevelopment projects in Andheri & Nerul respectively.

In a redevelopment project, society matters refer to the issues and concerns related to the existing residents, tenants, or stakeholders in the society or building being redeveloped. Some key society matters include:

Key Society Matters

1. \*Consent and agreement\*: Obtaining consent from a required percentage of members or stakeholders for the redevelopment project.

2. \*Relocation and rehabilitation\*: Managing the relocation and rehabilitation of existing residents or tenants during the redevelopment process.

3. \*Compensation and benefits\*: Determining fair compensation and benefits for existing residents or tenants, such as increased area, modern amenities, or financial incentives.

4. \*Communication and transparency\*: Maintaining open and transparent communication with society members throughout the redevelopment process.

5. \*Dispute resolution\*: Resolving disputes or disagreements among society members or between society members and the developer.

6. \*Rights and entitlements\*: Ensuring that the rights and entitlements of existing residents or tenants are protected and respected during the redevelopment process.

* Importance of Society Matters

1. \*Smooth project execution\*: Addressing society matters effectively can help ensure the smooth execution of the redevelopment project.

2. \*Stakeholder satisfaction\*: Considering the needs and concerns of society members can lead to higher stakeholder satisfaction and cooperation.

3. \*Project feasibility\*: Society matters can impact the feasibility and viability of the redevelopment project.

By understanding and addressing society matters, developers and stakeholders can work together to achieve a successful redevelopment project that benefits all parties involved.

Very good knowledge in land acquisition.

Worked with some good experience in corporate leasing business.

Have good experience in retailing too.

**Facilities & Office Infrastructure Management**

* Office leased / Accommodation, Housekeeping, Security
* Office Maintenance – AC, Electrical fittings, Plumbing, Housekeeping, Renovation, Pest Control (AMCs of Photo Copying Machines, Printers, Waters Coolers, Surveillance System, Water Purifiers, AC, DGs, UPS, Tea/Coffee Vending Machines & Projectors)
* Insurance of Building (Fire / earthquake etc.)
* setup in new office and infrastructure developments ( Civil & Interior, Electrical, Air-conditioning, Networking, Fire & Access Control , Cctv )
* Lodging and Boarding Arrangements.
* Allocate and manage facility space for maximum efficiency.
* Ensure compliance with health and safety standard
* Vehicle Planning – Managing of proper channel (movement) of vehicles used for company purposes
* Supervise maintenance and repair of facilities and equipment
* Develop and implement a facility management program including preventative maintenance and life- cycle requirements
* Vendor Development, Budgeting and Cost Control
* Negotiation, finalization, administration of contracts.
* Procurement activities for materials, equipment & services.

**Worked Organizations**

**Indian Express News Paper Ltd. as Senior – Data Processor from July 1990 to August, 1999**

**Aura Jewellery Pvt. Ltd. as Sr. Manager – Admin. & Operation from Sep, 1999 to Dec, 2009**

**Gala Shrink Fit as a Sr. Manager – Operation from Feb, 2010 to Dec, 2015**

**Bharati Axa Life Insurance as a Agm – Brach Admin from Feb, 2016 – Mar, 2018**

**Currently working as a consultant in Real estate business since April, 2018**

**Personal skills**

* Interpersonal skills, Good oral and written communication skills, Numeracy and analytical ability.
* Creativity, Influencing and negotiation skills, Teamwork, Organizational ability
* Good knowledge in design skill & I.T innovation.
* Good knowledge mail server management.

**Education**

S.S.L.C from Kerala State Board in 1986

P.D.C from Calicut University in 1987 – 88

B.A (Economics) from Calicut University in 1990

P.G.D.C.S T.C.CTrichur – Grade A

Diploma in Windows & MS Office B.D.P.SDadar – Grade A

Certificate Course in Window NT from Boston Institute, Church gate – Grade-A

Corporate Training in Java – Concourse Institute, Ghatkopar

Previous Ctc : 12.00 Lacs Expected Ctc : company standard