

# Hitesh S. Sawant

304, Koparkar Apt, Sector 10, Plot 10, Kopara village,  
Kharghar Navi Mumbai 410210

Tel: +91 9152082519 / 967797412 Email: [hitesh1928@gmail.com](mailto:hitesh1928@gmail.com)



## General Administration | Procurement | Facility Management Human Resources | Vendor Management | Public Relationship

Working with diverse environment at different locations and challenges helped me to understand different working cultures and developed my communication skills. My ability to manage business operations with excellent organizational skills across all levels allows me to achieve superior results. I always strive for the exemplary output for the business. My professional level and business development skills are apt to look for a challenging role towards cost optimization, business expansion and revenue generation.

My competent experience within Healthcare, communication, media & food industries gained me an opportunity to serve managerial responsibilities. In Over 13 years of Admin experience I have managed to learn a lot of things with regards to the industry. My proven expertise in team leadership, strategic planning, team building or team management leads to the success of the business & also proven success in developing professional skills in others.

### **OBJECTIVES**

I am seeking a position in an office environment, where I can maximize my Operational & Business Development experience in a challenging environment. Where there is a need for a variety of office management tasks including Computer Knowledge, Organizational Abilities and Business Intelligence to achieve the corporate goals.

### **AREAS OF EXPERTISE**

- Office Administration
  - Procurement
  - Vendor Management
  - Petty cash management & Yearly Admin budgeting
  - Data Management
  - Stock Management
  - Asset Management
  - Dealing with Offshore Contractors & Vendors
  - HK Management
  - Security Management
  - Shop & Establishment license, GST
  - In house & external event management
  - Travel & Ticketing
  - Event Management
  - Managing camps, Relief camp, Public relation etc.
  - Account / Finance
  - HR support & Recruitment

## **Functional Skills:**

- Taking care of certified vendors
- Operational Management
- Strategic Analysis & Planning for Various Departments.
- Training & Development assistance
- Team / Staff Management
- Public Relation
- Medical Camp assistance
- Marketing material arrangement
- Client Relationship Management
- Admin assistance to Hiring / Recruitment
- Communication & Presentation Skills
- Billing & Invoicing
- Reporting & Documentation
- Quality & Compliance
- Workflow Management
- Customer Care & Support
- Administration for Conferences, Seminar, Workshops, Training & Events.

## **Technical Skills:**

- Giving basic tech support to local user / employees. (Windows)
- Basic troubleshooting in emergencies to Laptop users. Basic installation of SW with help of regional IT team.
- Have done ICIT certification from K2 institute of Computer.

## **KEY SKILLS**

- Highly experienced with Operational & Administrative Activities.
- Healthy knowledge and experience into procurement, Vendor management & General administration. Proven success in leading teams and developing professional skills in others.
- Create and maintain excellent relationships with clients and colleague.
- Clearly assess problems and suggest viable solutions to benefit all involved parties.
- Skilled in handling all facets of operational management including customer service, financial control etc.

## **CAREER SNAPSHOT**

### **Manager – Administration – Current Organization**

**December 2020 - Present**

### **M/s S-Touch Multi Trade Private Limited – On Contract**

- General Administration
- Vendor management. (For medical equipment's etc)
- Procurement (For medical & non-medical equipment's etc.)
- Assisting and taking care of all Satellite vaccination set up & arrangement.
- Arranging & appointing of Nurses, medical staff etc for satellite vaccination drive.
- Initiating and arranging meetings with BMC/ Medical / Health official for CVC approvals etc
- Providing entire admin assistance to Operations – Assisting COO & Directors.
- Day to day admin overlook & assistance for smooth running of the business.
- Travel Management throughout Maharashtra (Under Covid emergency service.
- Invoicing & Billing & Vendors Payments
- Taking care of Agreements, NDC & other legal documentation for the organization.

## **Manager – Administration (West Zone) – Current Organization**      **July 2018– November 2020**

### **Indian Dairy Association**

- Administration of Entire office.
- Vendor management.
- Providing entire admin assistance to Operations – Production, on shoot etc.
- Day to day admin assistance with help of office assistance.
- Travel Management, Hotel Bookings etc.
- Petty cash management, Account Maintenance etc.
- Giving Admin Support to Conference, Seminar and Workshops & Trainings.
- Coordination & assistance to Chairman, directors, secretary of IDA (West Region)
- Transport facilities to the upper management wherever require. Coordination between.
- MIS reporting (Monthly Basis)
- Liasoning / Shop & establishment.
- Arranging & monitoring conferences and meetings. Managing the Procurement for west region.

## **Manager – Administration**

**Oct 2017 – June 2018**

### **Label Corp Private Limited**

- Administration of Entire office.
- Vendor management.
- Warehouse administration.
- Providing entire admin assistance to Operations – Production, on shoot etc.
- Day to day admin assistance with help of office assistance.
- Travel Management (Local & International)
- Petty cash management
- Fire Management
- Coordination & assistance to Operation, Sales managers and other production staff. Arranging and providing transport facilities to the upper management wherever require.
- MIS reporting (Monthly Basis)
- Server management for Production of various shows. Liasoning / Shop & establishment.
- Arranging & monitoring conferences and meetings. Managing the Procurement for Mumbai region
- Procurement.

## **Sr. Executive – Administration**

**Feb 2016 – Oct 2017**

### **Healthvista India Pvt Ltd**

- Administration of Entire office.
- Keeping a track of fire & safety measures. 3. Arranging & monitoring conferences and meetings.
- Managing & helping in day to day activity of 70-0 employees.
- Arranging and providing transport facilities to the upper management wherever require. Managing the Procurement for Mumbai region.
- Liasoning / Shop & establishment. Managing Utility payments.
- Stock management. (Uniform, Bags, Stationary, Cafeteria, Training center management)
- Keeping track of stock, Uniform, asset & Laptop Inventory & posting the monthly updates to the management.
- Coordination & assistance to AM, Manager & above officials. Coordination with doctors, nurses, MD & other medical officials.
- Attendance, Leave & payroll management of 80 + employees, office boys, assistant & other.

- Arranging Monthly meeting, Sending MOM to the management post meeting or conference calls.
- Arranging Train, Air & Bus tickets for Delegates and management personals.
- Handling Petty cash for Mumbai region.
- MIS reporting (Daily, Weekly & Monthly Basis)
- Collection, Payments & payments follow up with vendors & Head Office. Arrangement of refreshment, Food etc for various events.
- Corporate camp arrangement and admin assistance to Doctors, Nurses and higher management. Coordination with the NSDC partner, Operation, Nursing department, HR, Training team in relation with Arrival of the candidates.

**Sr. Admin Executive**

**2008 to Jan 2016**

**Sahil Communication, Mumbai.**

- Preparing weekly and monthly MIS for Stock.
- Co-ordination between delegates, MD's and higher management.
- Securing Development plans map & other critical documents.
- Arranging meetings with BMC and management regarding DP plan 2034. Co-ordination with vendor.
- Preparing monthly report.
- Handling Admin for entire office.
- Vendor management, bill payments, petty cash management.
- Keeping all day to day records for inventory (Inventory management )
- Make necessary Travel & Ticketing arrangements as required for official tours through external agencies. Procurement.
- Keeping track of inward as well as outward of assets. Team management (worked with 3 office assistant)
- Stationary: To ensure timely procurement as per user's requirement. Housekeeping, Pest Control, AC maintenance and minor repairs.
- Fire management.
- Payments follow-up
- Handling legal work with BMC, Mantralay & other public departments. Handling top client's database.
- Attendance management
- Leave management for all employees.
- Handling Admin for entire office.
- Vendor management, bill payments, petty cash management.
- Keeping all day to day records for inventory (Inventory management) Procurement – Purchase and market research.
- Keeping track of inward as well as outward of assets.
- Team management (Outsource support staff and others)
- Stationary: To ensure timely procurement as per user's requirement.
- Managing Housekeeping, Pest Control and minor repairs.

## **EDUCATIONAL DETAILS**

- Bachelor's Degree, Business Commerce
- Higher Secondary Certificate (HSC), Business Commerce –
- MCVC from Sathey College, Mumbai.
- Idea Course In Information Technology from K2 Institute Mumbai

## **PERSONAL DETAILS**

**Date of birth:** 12 February, 1988

**Gender:** Male

**Nationality:** Indian

**Marital Status:** Married

**Language Skills:** English, Hindi, Marathi

**Photo ID:** Indian Provisional Driving License & Passport

References Available Upon Request

**Yours Faithfully,**

**Hitesh S. Sawant**

**Date:**

**Place:(Navi Mumbai)**