**SUBHASH KANADE**

C/104, Omkar Apartments CHS Ltd., Chogle Nagar, Borivali (East), Mumbai 400066

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**GENERAL ADMINISTRATION PROFESSIONAL • FACILITIES & OPERATIONS MANAGEMENT**



General Administration • Monitoring / Coordination • Procurement • Corporate Policy Formulation • Training / Development • Inventory Management • Statutory Compliance • Facilities Management • Logistics • Housekeeping • Transportation • Vigilance Operations Management • Security Management • Cross Functional Coordination • Man Management • Infrastructure Maintenance

* An accomplished **Law Graduate from Mumbai University with 15 years of rich & varied exposure to the entire gamut of functions in Facility and Operations Management, Personnel Management, General Administration, Assets Protection & Loss Prevention, Safety Management**.
* Proven acumen in coordinating with **the Government Authorities; expert in managing Man and Material Supervision & Management.**
* Outstanding ability to apply management insights to solve practical problems in Office coupled with a strong background in formulation / implementation of administration policies thereby ensuring smooth operations.
* Skilled trainer with a **solid experience in Drafting of various SOPs & Contingency plans**. Thorough professional, with high caliber with demonstrated capability of managing numerous administrative activities parallel during extreme situations.
* **Established credibility in executing and administering Security Programs to mitigate theft, vandalism, violence and other threats against the organization and employees**. A consistent high level of performance dealing with people and services requiring solid management, organizational, time management and negotiating abilities.
* **Ingrained confidence, adaptability, maturity, and tact due to experience of crisis management on a virtually daily basis,** resulting in the ability to handle multiple functions for all kinds of managerial functions in the Corporate Sector and activities in a high pressure environment and to identify and prioritize tasks at hand.
* **Handling Statutory, Legal & Labour issues(**PF/ESIC,LabourCompliance & Labour Court & Legal Matter)

**Key Accomplishments**

* Recipient of “**Certificate of Excellence**” received from Bharti Cellular Limited for the support extended to make the Network Swap Activity Successful.
* Awarded as “**Most Patient Employee**” received from Etisalat DB Telecom Private Limited. Myself got nominated in three categories: Most Workaholic / Most Helpful / and Most Patient Employee. Winner was selected through employee’s voting.
* Highly commended for developing excellent Cost Saving Methods
* Management of Premise-identification/Negotiation/Finalization of Contracts.
* Developed the Corporate Office of Etisalat DB Telecom with complete full amenities and facilities, having a sitting space of 500+ employees. Apart set up a Temporary Office at Circle Location of West Region with complete facilities.
* Done Lean Sigma Project on Guest House Occupancy & Expenses.
* Training on Basic Fire Safety & Emergency Preparedness.



**PROFESSIONAL EXPERIENCE**

**ORIENTAL INTEGRATED FACILITY MANAGEMENT PVT. LIMITED,MUMBAI Apr 2019 to till date**

**Head Administration**

* Handling and monitoring complete administrations activities and functions including FMS, Security Services etc.
* New site integration and SLA Agreement.
* New office search, dealing with Landlord, Leave & License Agreement
* Supervising Monthly payroll, Time & attendance verification. Policy & Process improvement.
* Handling end to end Statutory Compliance, Labour Cases and Labour Court
* Procurement of Uniforms, Housekeeping Materials and inventory management.

**COLOUR YELLOW PRODUCTIONS PVT. LIMITED,MUMBAI Nov 2017 to till date Mar 2019**

**Manager Administration**

* Support in Planning & execution of new fit out projects / Refurbishments works across offices.
* Suggesting changes / alterations for improving the efficiency
* Planning and Maintenance of physical environment and space utilization including the Godown space and Godown Management, Edit Suites etc.
* Plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking implement best practice processes to increase efficiency.
* Handle entire property maintenance i.e. electrical, plumbing, mechanical, general facility management
* Ensure overall security of the facility. Maintenance of security systems/ fire protection systems Management of litigation & legal risk.
* Monitor renewal of annual maintenance contracts for various utilities and renewal of leave and license agreements
* Liaisoning with Govt. authorities like Municipal Corporations, statutory corporations etc whenever required

**AASHI CORPORATE ADVISORS, MUMBAI Oct 2016-Oct 2017**

**Manager Administration & Liaisoning**

* Managing and implementing programmes
* Working with local communities, external partners and government bodies.
* monitoring and carrying out due-diligence of various programmes
* Working closely with the internal stakeholders to develop a sustainable and scalable action plan for execution. Leading and monitoring programmes led by cross functional teams.
* Management of litigation & legal risk.
* Draft / Negotiate / close deals using variety of Client facing contract documents including master agreements, solution specific

**PAN INDIA INFRAPROJECTS LIMITED (ESSEL Group), MUMBAI March 2014- Sept 2016**

**Manager Administration**

* Providing Administration and Infrastructure/ Facilities management support to ensure hassle-free office operations
* Handle day-to-day activities and administrative activities including assisting the top management and overseeing other facilities like Transport, maintenance and up-keep of establishment, security, hygiene sanitation and maintenance of office building etc.
* Mentoring and leading a team of Facilities and Support Services including planning & management of facilities for the office across functions, process & levels.
* Steering operations with final accountability for service quality and profitability and observance of service standards; drawing budget and rationalizing operational costs to limit them within budgetary parameters
* Formulating & implementing strategic plans to enhance service quality standards while implementing strict measures in client care procedures to optimize facilities management
* Assessing current performance, processes and services and providing recommendations regarding process improvements to maximize customer satisfaction
* Managing administrative matters and ensuring proper implementation of administrative policies and providing necessary support to the Management in terms of administration
* Planning & budgeting administration expenses & working towards minimizing operational expenses/ costs
* Formulating operating budgets; taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of group objectives.
* Devising plans for procurement of office utilities in coordination with other functions and initiating procurement activities
* Accountable for optimal utilization of resources and manpower in a cost effective way
* Liaising with vendors for procuring various services; negotiating with them for cost effective prices
* Procuring Housekeeping supplies and equipment and maintaining adequate inventory levels of amenities and supplies to provide a clean, safe and comfortable environment
* Oversee the travel and catering services, event management and other facilities related day to day transactions
* Prepare regular report to track daily activities and irregularities like equipment or property damage, theft, presence of unauthorized persons or unusual occurrences.
* Performing as liaison officer with local authorities/ Management/ all type of Govt. agencies/ institutions/corporations.
* Conducting Security / Fire Fighting / Evacuation Training and Mock drill for staff and security personnel.
* Effectively maintain expenses with implementation of stringent cost control measures and sustain profitable operations through

focus on budgeting, cost analysis and cost optimization.

**Project Management:**

* Execute & coordinate expansion plan / migration plan for various business at national level
* Identifying suitable commercial properties, negotiating best rates, terms and conditions
* Analyzing & identifying requirements w.r.t. infrastructure and facilities for the new offices and co-ordinating with the architects for design and execution of the interior projects.
* Reviewing and providing inputs on design and working details of new projects.
* Mapping of layouts plan, supervising fit-out of project work/site, Responsible for seat allocation, Seat tracking & updating the data in Seat Occupancy Tool
* Procurement of Capex items
* Ensure that new office premises are created and delivered on time meeting business requirements & budget.
* Co-ordinating for and scrutinizing the legal documents of the property in consideration, for opening up of the offices, in association with legal advisors
* Developing and maintaining team of lawyers for verification of property, drafting of lease deed and registration. Co-ordinating for processing & execution of lease deeds.

**Travel Management:**

* Managing company’s strategic approach to Travel (travel policy).
* Coordinating with the team for smooth functioning of day-to-day operation of the corporate travel program, negotiations with all vendors, traveller safety & security, credit-card
* Handle all travel and accommodation arrangements for professional staff and visiting experts as required.
* Provide help to Senior Leadership Management and Expat staff in VISA Processing, FRRO registration etc.
* Searching Good Accommodation, Arranging Visit & Setting up accommodation for Leadership Management and Expats at High Residential complex.
* Frequent Visit to Guest house property in a manner that employees using the facility do get the comfort of home at the guest house and health, hygiene and decor is effective. Ensuring good caretaker is appointed to take care all the necessary comforts to the visiting employee and consultant visitor..

**ETISALAT DB TELECOM Pvt. Ltd. Apr 2008 - Mar 2014**

**Assistant Manager-Administrations**

**NOKIA SIEMENSS NETWORKS, MUMBAI Aug 2004 - Mar 2008**

**Office Manager (through Team Lease Services)**

**BEEHIVE COMMUNICATIONS, MUMBAI Aug 2003 - Aug 2004**

**Senior Executive - Accounts & Administration**

**AVON BEAUTY PRODUCTS PRIVATE LIMITED, MUMBAI Jun 2000 - Jul 2003**

**Branch Officer - Accounts & Administration**

**ORIFLAME INDIA PRIVATE LIMITED, MUMBAI Sep 1997 - Jun 2000**

**Credit Control Executive**

**FEM CARE PHARMA LIMITED, MUMBAI Feb 1993 - Sep 1997**

**Senior Accounts Executive**



**ACADEMIC CREDENTIALS**

**Bachelor of Law (LL.B.); 1995**

Mumbai University

**Bachelor of Commerce (B.Com); 1990**

Chetna Hazarimal Somani College - Bandra, Mumbai University

**Intermediate (12th); 1987**

Chetna Hazarimal Somani College - Bandra, Mumbai Board

**High School (10th); 1985**

New English School - Bandra East, Pune Board

**Computer Skills**

MS Windows, MS Office, Internet

**Date of Birth:** 08th April 1967



**Languages Known:** English, Hindi, and Marathi

**References:** Available on Request

