

# VIVEK BHIDE

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DATE :- 29<sup>th</sup> May 2020

Dear  
Respected  
Sir/Madam :-

I am writing in response to the position of **Administration Manager** , advertised as being open with your company at this time. I strongly believe that the congruity of my academic background and professional history directly parallel your job needs and specifications. Currently, I am interested in pursuing advancement within a highly reputable organization to continue the promotion of skills, knowledge, and leadership towards career advancement as a **Store Manager/ Facility Manager/ Administration Manager**.

As my résumé dictates, I possess over twenty years' experience in the areas of general administration, facility management and store operations. Considering my background, with a high-level confidence from my committed career, I will bring NAME OF COMPANY a newer sense of success with a greater level of commitment. I have much to offer—this opportunity would be advantageous for the both of us. These qualifications are further heightened by my projects and/or contributions in the field. Selected projects/ assignments are as follows:

- **Established annual rate contract with leading firms across Pune** to include Bajaj Allianz General life insurance, Infosys, Wipro, Cognizant, Serum Institute, Geometrix, P & O Nedlloyd, Tata Auto-Components, Idea Cellular and colleges - Mahindra United World College and Pune University.
- **Grew business from ground up to over 1 Crore in Annual Turnover**, expanding across 3 locations in Pune
- **Collaborated with Camlin Stationery Division for wholesale dealerships** in a complete new geographical area of Pune city, and established the business there in tune to 1 million in 1 year,
- **Led, mentored and trained a team of facility associates in the delivery of the day-to-day facility operations, services, and maintenance activities.**
- **Took charge of assessing company expenditures, recommending saving opportunities and sourcing vendor quotes for services.**

**I wish to disclose that I have a suffered a brain stroke in NOV-2014 which has affected and paralyzed the left side of my body. Now fully recovered, I have been given an "excellent" bill of health by my doctor, and am highly motivated to return to the full-time workforce. I worked as Facility Manager handling administrative duties which is evident from my resume.**

Details of my background are documented in the enclosed resume. I hope that you would find my experiences and accomplishments interesting enough to warrant a personal meeting. Please take a moment to contact me to discuss my qualifications and your needs in depth. I appreciate you taking time to review my credentials. Thank you very much.

Warmest Regards,

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**Vivek Bhide**

Enclosures  
Cover Letter  
Resume.

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## FACILITY MANAGEMENT | GENERAL ADMINISTRATION | STORE MANAGEMENT | BUSINESS DEVELOPMENT

Forward thinking, result oriented professional, offering over 20years' exposure across **general administration, facility management and store operations**. Motivated and goal driven team leader with strong work ethics, continuously striving for improvement coupled with excellent administrative aptitude and the commitment to offer quality. Excel in developing business to new geographies; building & maintaining relationships with key corporate decision-makers, presenting to C-suite executives and establishing high-profit accounts with excellent levels of retention and loyalty.

Skilled in **sales, merchandising, brand management, promotions, revenue generation, inventory management, ordering, team development, training & customer satisfaction**. Relationship management skills with an ability to manage customer centric operations, ensuring customer satisfaction by achieving delivery & service quality norms. Suave and pragmatic with excellent interpersonal and communication skills; competent to work in highly diverse environments with people from varied backgrounds. Employee advocate who champions staff confidence and designs strategies to attract and retain critical talent in highly competitive markets.

### **Proven competencies include:**

- **Facilities Management**
- **Project Management**
- **Amenities Administration**
- **Commercial Activities**
- **Travel/ Fleet Management**
- **Vendor Development**
- **Store Operations**
- **Brand Development**
- **Visual Merchandising**
- **Inventory Management**
- **Profit Management**
- **Customer Relationship Management**
- **Business Development**
- **Industrial Relations**
- **Budgeting**
- **Shrink Reduction**
- **Team Management**
- **Training & Development**

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## CAREER HIGHLIGHTS

- **Established annual rate contract with leading firms across Pune** to include Bajaj Allianz General life insurance, Infosys, Wipro, Cognizant, Serum Institute, Geometrix, P & O Nedlloyd, Tata Auto-Components, Idea Cellular and colleges - Mahindra United World College and Pune University.
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## PROFESSIONAL EXPERIENCE

**SHANKAR RAMCHANDRA AUCTIONEERS PVT LTD [PUNE]**  
**Facility & Administration Manager ( MANAGER OPERATIONS )**

**2018**

**Spearheaded efforts across managing overall resources viz. Personnel, Equipment, Facilities to obtain maximum efficiency; ensured proper maintenance of facilities and infrastructure at all times.**

- Conceptualized and design innovative strategies and ensure the smooth execution of overall tasks assigned by the management.
- Responsible for managing all the administrative & official activities while maintaining the healthy work environment & discipline while coordinating with Supporter Service Team, Finance Team & the HR teams.
- Point of contact for all office & administration related work with other Offices in India & Head Office.
- Managed vendors and service providers supporting the operation of the facility, documentation and record keeping, implement and maintained a preventative/routine maintenance plan to preserve and protect the states assets.
- Led, mentored and trained a team of facility associates in the delivery of and responsible for the day-to-day facility operations, services, and maintenance activities.
- Took charge of assessing company expenditures, recommending saving opportunities and sourcing vendor quotes for services.

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- Tracked work requests and monitor/control facility operating costs, contract expenditures, and future upgrades.
- Verified attendance & incentive list & forwarded to HR department for payroll processing. Maintained stock of all necessary documents which is required for Fundraising & Office Team.
- Assisted the Line Manager by providing required administrative support for recruitment & training.
- Provides administrative support to the City Head of 2 Rapidex offices for smooth functioning of back office.
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## PROFESSIONAL EXPERIENCE

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**BLUESTREAM CONSULTING [PUNE]**

**2016**

***Facility & Administration Manager***

***Spearheaded efforts across managing overall resources viz. Personnel, Equipment, Facilities to obtain maximum efficiency; ensured proper maintenance of facilities and infrastructure at all times.***

- Conceptualized and design innovative strategies and ensure the smooth execution of overall tasks assigned by the management.
- Responsible for managing all the administrative & official activities while maintaining the healthy work environment & discipline while coordinating with Supporter Service Team, Finance Team & the HR teams.
- Point of contact for all office & administration related work with other Offices in India & Head Office.
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## **BHIDE STATIONERS [PUNE ]**

**1995-2013**

### **Owner**

***Founded Bhide Stationers; provided vision and strategic direction to grow from a single store to 3 stores within a short span of time.*** Opened the store with one copier machine and expanded with various product lines including file folder, computer cartridges, CD's etc.

- Supervised various activities including visual display & visual merchandising assortment or display within the store to attract more/ new footfalls.
- Carried out appropriate product presentation, in-store-pricing, tagging, and other merchandising activities.
- Oversaw the operations of all the three stores and managed its compliance with legal and regulatory requirements.
- Oversaw the physical inventory process in stores to ensure proper accounting and calculation of shrink.
- Empowered store teams to execute exceptional customer service consistently to promote repeat business and build sale.
- Helped build a retail culture committed to unparalleled customer service and constant improvement. Evolved store policies and procedures to reflect this commitment.
- Provided administrative support in lead generation, customer loyalty, accounting and daily office procedures.

### **Key Accomplishments:**

- Diversified and expanded business line by providing tourist cars and other support services to corporate houses, generating revenues upto Rs 50 lac p.a
- Partnered with Parker Pens, Reynold Pen Company for exclusive dealerships.
- Started supplying copier paper in bulk to vendors in tune of approximate 5 to 10 tonnes per month

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## **EDUCATION**

**Diploma in Printing Engineering** at Bombay Technical Board, 1994

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## **TECHNICAL SKILLS**

MS Office

