

TUSHAR. V. BARNE

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Dhore Patil Nagar -New Sanghvi India -
Maharashtra -Pune-411027

Career Summery

Dedicated and focused Manager who excels at Administration & Facility Management via project managing in all the tasks to achieve project goals. Seeking a role of increased responsibility and authority.

Technical Skills

- Budgeting. ✓ Customer Service. ✓ End To End Travel Management. ✓ Administration Management.
- Office Management. ✓ Project Management. ✓ Relationship Management. ✓ Vendor Management.
- Facilities Management.

Career History

A] Rahi Systems India Pvt Ltd. (Global & PAN India Company For IT Solutions) [Jan-2020 – Till date]

Assistant Manager - Administration & Facility.

Responsibilities for PAN India offices:

- Liaising with the Government Authorities, i.e. Municipal Corporation, Customs, Excise, Police etc.
- Maintaining - Infrastructure- Office.
- Responsible for AMC's for UPS, CCTV, & Access Control Systems & other vendors.
- Transportation and Accommodation arrangements & Fleet Management (Looking after Company Cars)
- Handling Infrastructure revamping/refurbishing & new project's.
- Well versed with physical security, fire safety, fire protection system and evacuation procedure.
- Exposure in Events management.
- Vendor Selection, Evaluation & Appraisal.
- Update & monitor maintenance schedule, completion of routine maintenance (Daily, Weekly) by technical staff.
- Arranging lunch / Snacks for office events.
- Office Stationery and other consumables
- Handling Pantry & House Keeping Department Manage contractors & scheduling Security & HK team duties and vendor Invoices.
- Raising POs in ERP System.
- Arranging ID Cards, Visiting Cards Printing as per requirement.
- Maintaining All Data and Records.
- Maintain records of Credit Cards usage & Mobile Services.
- Maintain Agreement Contracts for all above mentioned services.
- Coordinate with Accounts team for vendor payments, support for vendor reconciliations NDCs.
- Responsible for statutory compliances related to Shops Establishment Act for all offices across country.
- Responsible for managing facility & Admin Across INDIA Offices. [5 Offices Across India]

B] Asst. Branch Manager. (Admin - Operations and Facilities and Transport) [Sep-2015- Oct-2019]

BHARATH INTERNATIONAL TRAVELS PVT LTD. (PAN India Company for Travel & Facility Management)

Worked at Client place [IT & Manufacturing Companies] Employees Handle – 1100

Recruitment Responsibility : [Vendor's & In-house Employees]

- Design and update job descriptions with help of HR team.
- Draft recruiting emails to attract passive candidates.
- Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments - logical reasoning tests.
- Advertise job openings on company's careers page, social media, job boards and internally.
- Act as a single point for the employees from onboard till their exit. [Induction, Joining formalities – Documents, Reference and Background Checks, Salary Accounts, Salary queries, Leave approvals, Grievance, Exit formalities & Interview.]

Sales & Development Responsibility:

- Create client data base & Search for new clients.
- Visit strategic accounts in the region maintain Relationships with the customers.
- Support the sales team in Calculating client quotations, Negotiating tender and contract terms, to meet both clients and company needs.
- Support the team in closing sales, Verify the terms and conditions of contract & monitor the invoicing & delivery.
- Making technical presentations and demonstrating how a product will meet client needs.

Procurement Responsibility:

- Identifying Suppliers, Price Negotiations, Cost reduction, Sourcing, Ensure quality as per specifications and on time delivery to client. Maintaining the Contract SLA.
- Monitor business trends and product availability, negotiate with vendors, establish cost effective procurement process without sacrificing quality and delivery times.
- Management of procurement staff in sourcing, contracting, supplier management, and miscellaneous internal procurement support activities.

Travel & Ticketing & Visas – Cabs & Buses – Hotel Booking -Responsibility :

- Design and create travel itineraries for clients according to their needs.
- Book flights & hotels online using travel tools.
- Handle domestic and international queries and itineraries, including visa, customs, and baggage information.
- Interface with suppliers and vendors to ensure good pricing of travel needs.
- Prepare reports to analyse the costs and savings in travel bookings.
- Maintain travel dashboard on a monthly/quarterly/yearly basis.
- Ensure compliance in all aspects of travel procedures. On-call – Monthly Cabs / Buses. Vehicle attachment, Insurance, AMC of all vehicles.

Facility & Manpower & Maintenance Responsibility:

- Provide the said count of Manpower / Employee within the given time frame with all Compliance done.
- Visit & Audit the all day to day admin & facilities terms – Front Office, Canteen, Floor Management, Housekeeping check points.
- Office stationery – Xerox Machine – Projectors – Laptops & Desktops. Maintenance & AMC & coding.
- Manage the Ticket Management tool for the respective site and reach the goals as given by the client.
- Single point of contact for clients, vendors & internal employees.
- Responsible for all Facility Management related activities such as upkeep & maintenance of all buildings and infrastructure.

- Use to help client finding Apartments – Guest House - FRRO Registration & Visa Extension & Form C & BG Check & agreements for smooth functions.
- Co-ordinate with local police stations for Background verification & other help, government seniors like PF, ESIC, PT, MTWF. Handed Govt Audits.
- Ensure work is done as per compliance in Housekeeping, Facility Operations, and Security& Canteen etc.

C] Senior CSA in WNS Global Services [Dec-2009- May-2015]

- Worked for a UK London – Aviva Insurance Process.
- 1st Step to Learn Facility Management Skills.

Responsibilities :

- To provide administrative support to the Facilities Management team.
- Preparation and compilation of Monthly Management Report {MMR}.
- Effectively manage daily operations and observe all facet of Facility & Admin operation.
- Daily walk-around of the facility to ensure high standards of Security- housekeeping – maintenance is done.
- Arranging various Health Camps in every month & Sport Events every quarter.
- Work closely with Facilities in relation to the completion of work orders/ contractor management and agreed operational procedures.
- Arrange all required process for Client's Stay – Guest House - FRRO Registration & Visa Extension & Form C.
- Formulated and revised the policies and procedure of the various critical functions of the Facility Management like cafeteria, mailroom, help desk, front desk, housekeeping, engineering & maintenance, and recreational facilities, Security Service, Transportation.
- Planning and execution of all preparation required for Conferences/meetings / Events within the company as well as VIP visits scheduled.

D] Store In-Charge in Aditya Stationers. [Aug-2008-Nov-2009]

- Ensure process is followed for Record Management and Stationery activities.
- Ensure Original document retrievals are returned to agency within stipulated time.
- Reconcile the number of boxes stored with the agency on monthly basis.
- Preparing cost allocation file for stationery supplied to all stakeholder and share with Finance team for uploading to respective cost codes.
- Liaise with marketing team for art works for new and revised items.
- Verification of monthly stock of stationery and marketing items.
- Checking of vendor invoices and processing of payments on time.

E] Customer Care Associate in IBM Daksh [July 2006- June -2008]

- Responsible for maintaining a high level of professionalism with clients and working to establish a positive rapport with every client.
- Work with the management team to stay updated on product knowledge and be informed of any changes in company policies.
- Impact the company's bottom line by problem solving and turning frustrated clients into repeat customers.
- Communicate and coordinate with internal departments to solve the clients query.
- Attracts potential customers by answering product and service questions and suggesting information about other products and services.

Computer Skill:- ✓ Good in MS-OFFICE. ✓ Making Excel reports- PPT - presentation. ✓ Completed Diploma in Computer Management from a private computer institute.

Awards & Recognition :- ✓ Two times Awarded as a Best Branch Manager in total 4 years & also runner-up in another category. ✓ Good records history with previous employers also.

- Pleasure to be a part of the Mobile App Development project related to Company Services. Undergone training on the below module: -Mobile User Interface Design, Cross-Platform App Development, Backend Computing, Modern Language Programming Skills.
- Recognition from the USA & INDAI MD for the Pro-active management done across offices in COVID-19 period to ensure that all the employees are safe following guideline.

Educational Qualification:-

- Completed Master of Business Administration with A Grade in 2014. IT Tech. Operations.
- Completed Bachelor Of Business Management with A Grade in 2008.[Hotel Management Special]
- Completed 1 Year Diploma In Event Management with 1st Class in 2004.
- Completed Higher Secondary Certificate with 2nd Class in 2003.
- Completed Secondary School Certificate with 1st Class in 2000

Personal Details:

Name: Tushar. V. Barne

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Date Of Birth : 27-July-1983

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DECLARATION: - I hereby declare that all the above specified information is best of my knowledge.

Date:

Sign:

Tushar.V.Barne