



UTTAM PATIL

General Administration / Facilities Management

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Experienced at managing complete administration involving technical, administrative and manpower management, targeting assignments in General Administration.

Executive Profile

- A competent professional with over 12 years of experience in ensuring efficient **administrative support, processing client claims and inspecting the premises of the organization, disbursing payment to workers**, and other tasks
- Expertise at working on government compliance like **Employee Provident Fund, Professional Tax, Shop & Establishment, Maharashtra Labour Welfare Fund & STPI**
- Achieved the award in **Above & Beyond** category while being associated with Chenoa Information in the year 2016
- Directed facilities operations encompassing Safety, Security, capital improvements and maintenance
- **An innovative & creative professional** with strong planning, communication, interpersonal, presentation & negotiation skills

Education & Credentials

2011: B.A. from Mumbai University
2006: 12th from Kolhapur Board
2004: 10th from Kolhapur Board

Training

- Completed MS-CIT, MS Office – Basic Computer Course (MS Word Excel, MS PowerPoint & Internet)

Career Timeline (latest 3)

Pan India
Network Pvt. Ltd.
as Executive

Dec'13 – Oct'15

Chenoa Information &
Software Service Pvt.
Ltd. as Admin Executive

Oct'15 – Feb'19

Writer Business
Services Pvt Ltd as
Lead - Admin &
Facility

Since Feb'19

Key Impact Areas

General Administration

Facilities Management

Vendor Management

Client Relationship Management

Employee Data Management

Technical Assistance

Liaison & Coordination

Team Building & Leadership

Key Skills

Communicator

Innovator

Collaborator

Thinker

Intuitive



Professional Experience

Since Feb'19 with Writer Business Service Pvt. Ltd, Kalyan, Thane as Lead – Admin & Facility

Key Result Areas:

- Spearheading all administrative activities like maintenance of office equipment, transport, housekeeping & maintenance of office and record keeping of office stationery including various formats.
- Identify vendors for AMC services to meet all service levels and cost targets.
- Arranging for necessary infrastructure involving purchase of items and office equipment to facilitate smooth business operations.
- Followup with Vendor & get it done as per monthly schedule of services like Pest Control, UPS checking, Fire Extinguisher, Diesel Generator, AC, CCTV, Fire Alarm System, Repairs and Maintenance etc.
- Enhancing facility services, safety and quality, while preventing cost overruns by developing vendor contract specifications and controlling processes.
- Managing and directing all aspects associated with building and office maintenance, security, office furniture and equipment, facilities renovation and construction activities.
- Developing alternate vendor base to achieve cost reduction, increase revenues, streamline process workflow and to create a team work environment to enhance productivity in an innovative manner.
- Ensuring all disaster and emergency situations in the field are taken care of such as water heaters, equipment failures, and security issues, fires and natural disasters.
- Monitoring inventory accuracy through date rotation and robust cycle counting procedures while adhering to the required legislative procedures.
- Creating and implementing employee handbook, including revision and implementation of policies and maintaining employee master data with employee investment details, HRA details & PF details.
- Establishing and nurturing relationships with current and prospective customers to generate new business for the organization's products / services.

IT Skills

Well versed with MS Excel and MS Office & SAP.

Previous Experience

Chenaa Information & Software Services Pvt Ltd , Andheri, Mumbai Admin Executive	Oct'15 – Feb'19
Pan India Network Pvt. Ltd. , Vashi, Navi Mumbai Executive	Dec'13 – Oct'15
Tata Motors Ltd. (Genius Consultants Ltd.) Parel, Mumbai Office Associate	Apr'12 – Dec'13
Binani Cement Ltd. (Samrath Agency C&F Agent) Goregaon, Mumbai Office Assistant	Jun'09 – Mar'12
Exxon Automation Pvt. Ltd. , Dadar Data Entry Operator	Dec'07 – Apr'09



Personal Details

Date of Birth: 15th June 1988

Languages Known: English, Hindi and Marathi

Address: Room Number 304, 3rd Floor, Sanjay Apartment, Laxminagar, Chinchpada,
Kalyan (East) 421 306, Maharashtra