

# Nitin Mhaskar

Assistant Manager – Administration

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## Professional Summary

Performing high as an Assistant Manager with 14 years of hands-on experience in the area of Administration with expertise in Vendor Management, Project Management, Legal Coordination, Asset Management, Facility Service Management, Administrative Operations, Policies and Regulations, Procurement, Attendance Management, MIS, Presentation, Inventory, Budget Set-ups, Office-In house, and Corporate Events. Workplace Safety, Experienced professional with knowledge of working in Corporate as well as Manufacturing sites.

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## Experience

### Assistant Manager - Administration

Saini Electrical and Engineering Works

February 2023 to Present

- ✓ Ensuring to Manage and Provide complete administrative support to the Office and Plant Base Activities.
- ✓ Handling effective vendor management
- ✓ Head Office Coordination and activities management along with ensuring the rest of **3 units' office operations** are running smoothly.
- ✓ Ensuring delivery of daily Facility and Operations as well as services and being on time., such as Security, Office Boys, and Housekeeping staff are present and work allocations.
- ✓ Daily Security Checks and Reporting
- ✓ **Workplace Safety**
- ✓ Creation and submission of various reports in the form of Excel and Presentations as per the database
- ✓ Responsible for being a point contact and solving the operational quires
- ✓ Liaise with relevant Contract staff and subcontractors in relation to all aspects of service desk requirements and that required information is returned promptly. Respond to queries, amend data, and re-issue tasks as required.
- ✓ Ensure the Transportation facility is smooth for all the units of the company.
- ✓ Work closely with Directors and Managers to develop and enhance the quality of service and reporting processes.
- ✓ Taking premises rounds as and when needed and coordinating with the housekeeping supervisor for better facility management.
- ✓ Taking responsibility when emergency access is required to coordinate with the HK team to clear up requirements
- ✓ Responsible for preparing and presenting KPI, MMR, and weekly meeting presentations
- ✓ Maintain electronic and hard copy filing system and retrieve documents.
- ✓ Taking charge of resolving administrative problems and inquiries to avoid escalations
- ✓ Maintain office supply inventories & coordinate maintenance of office equipment
- ✓ Participate in Management Meetings to present and set the administration budget.
- ✓ Lead to arrange office events as well as high-profile meetings with end-to-end coordinations and set-ups.
- ✓ Overview and ensure to supply of stationery and housekeeping materials, vendor coordination, and process for material order before stock out.

### Assistant Manager - Administration

Crofarm Agriproducts Pvt. Ltd.

February 2022 to December 2022

- ✓ Managing high-end queries and issues and resolving operational problem on time.
- ✓ Mailing and handling business correspondence and head office coordination.
- ✓ Report to the Head in the day-to-day management and operational work.
- ✓ Taking care of the procurements as per the system.
- ✓ Manage database and generate various reports, MIS, and Presentations as per the business requirement and

- submitto the MD for further process.
- ✓ Assist the head of the department in day-to-day responsibilities and first contact with the Director.
- ✓ Managed and led official events on local and international levels.
- ✓ Monitoring attendance and handling the monthly salary process of internal staff.
- ✓ Handle Petty cash and Accounts activities. Vendor coordination, Legal coordination,
- ✓ Handle Local Authority Issues and manage them effectively by clearing the documentation.
- ✓ Preparation and submission of MIS reports and worked on strategy planning with managers.
- ✓ Assist to admin manager in vendor finalization process, and AMC verifications, responsible for renewing on time afterapproval.
- ✓ Handle facility management and resolve the operational issues.
- ✓ Getting IDs prepared and distributing them to the respective staff members
- ✓ Provide administrative support with managing Quality and Cost Control in all aspects of the company.
- ✓ Take care of office equipment and resolve the issues related the operating them

### **Administration Officer**

**Leena Powertech & Engineers Pvt. Ltd.**

**April 2009 to January 2021**

- ✓ Responsible for managing administrative and operational end-to-end activities
  - ✓ Invoicing and submission process management
  - ✓ Taken training of Housekeeping & Facility team
  - ✓ Facility Management and Team management
  - ✓ Working on the Software to operate and resolve requests in a timely manner
  - ✓ Vendor management, AMC and rent agreements
  - ✓ Attendance management and salary processing
  - ✓ Invoicing processing with the verification
  - ✓ Responsible for presenting various reports to the head
  - ✓ Maintain the records for audit and make a successful audit
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### **Educational Qualification**

Passed Electrical Diploma

Civil & Electrical Draftsman with Auto CAD

Certification in Business Administration

Passed B.A.

Passed H.S.C

Passed S.S.C

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### **Computer skill**

MS-CIT with First Class passed

Specialization in MS – Office, MS – Excel with ‘A’ Grade

Presentation

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### **Personal Details**

Date of Birth – 23<sup>rd</sup> November 1987

Language known - English, Marathi, Hindi, Gujrathi, Konkani

Hobbies – Cricket, Travelling and meeting new people.

Address – Mangalmurti Apartment, Room No.80 A, Sector 1, Vashi, Navi Mumbai

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**Thanking You,**

**Nitin S. Mhaskar.**