



+91 9820545455
amol686@yahoo.co.in
Malad (W), Mumbai India

Amol Vaze.



Meticulous Technically intuitive professional with 18+years of experience and performance driven experience of working on numerous engagements geared towards improving performance of companies through efforts in:

► **Organizational Development:** Infrastructure Management | Lease Management | Administration Management | Vendor Management | Travel Management |

Functional Skills: Administration & Management | Effective Communication | Negotiations | Payments Management| Plans & Procedures | Seeking assignments with an organization high repute that will accomplish both personal and professional objectives.

Professional Summary

- A dynamic result-oriented professional with overall 18+ years of experience in managing Infrastructure Management like branches expansions or relocations, repair & maintenance , premises acquisition, negotiation with landlords, branches roll-out ,vendor management, travel management , facility management with proven leadership qualities.
- A confident & highly organized professional with a chronicle of success mainly in lease registrations, branches monthly rentals, vendor management, worked with various organizations inf India.
- Specialized in team management, pre-documentation, BOQ Comparisons , assist in resolving audit queries, asset insurance annual renewal with comparative quotes, with the ability to implement new strategies and deliver results.
- Excellent in coordination with relevant stake holders, operational excellence skills, time management with effective communication skills in English, Hindi, Gujarati, and Marathi languages.
- Looking forward to obtaining a challenging position in an organization that recognizes my true potential and provides me with sufficient avenues for professional growth through nurturing my skills & competencies.
- Excellent interpersonal, communication and organizational skills in establishing & maintaining effective working relationships at all levels.
- Exposure in providing and handling various operations and processes, managing complete End to End Management Level Escalations, and providing positive resolution to end customers, and post-sales support to team.
- Expertise in general administration and back-office management.
- Well versed with working under timeliness.

Work Experience

Since Nov. 2018 – Till Date with Aadhar Housing Finance Ltd, Mumbai as Deputy Manager - Administration

Professional Experience Summary:

Administrative & Infrastructure Management:

- Managing 140+ branches as per assigned territory of West & East regions admin and infrastructure activities.
- Coordination and Managing for Annual maintenance of Pest Control, AC's,
- Project management in multi-locations and managing a group activity of administrative assistants.
- Vendor and Contract Management to be negotiating contracts with suppliers and service providers, managing vendor relationships, and ensuring services are delivered as per agreed rates.
- Compliance and Legal for ensuring the organization complies with relevant laws and regulations. Handling legal matters and liaising with legal counsel when necessary.



Pre-Documentation & Property Acquisition:

- Identifying new branches, property sourcing and acquisition and relocating branches according to business needs.
- Assist in Repair / revamping of branches infra, BOQ comparative for interior works, co-ordination with marketing team for branding of branches, printing stationery monitoring etc.
- Establishing branches, relocating branches, supervising leave & license agreements, lease agreements, and agreement renewals are all tasks that must be completed.
- Monthly branch visits withing the assigned region to ensure the smooth operation of the individual branch.
- Timely renewal of lease agreements for Pan India branches, and Full n Final settlements of Closer Branches and assist to recover of Security Deposits from landlords.
- Processing Monthly Rental and GST Payment of around 550+ Branches with the help of team, and co-ordination for processing with Finance Team along with GST invoices.
- Assist in annual budget planning for data into the budgeting and evaluate cost accordingly.
- Provided administrative support to the department,

Vendor Management:

- Evaluate vendors, agencies and empanelment for new projects ,amc's etc. Keeping track of AMCs for various branch assets , Finalizing the Vendors in accordance with the company's procedures.
- Acted as a liaison between vendors and management.
- Coordinating with vendors such as AC and DG UPS to undertake quarterly health check-ups.

Travel Management:

- Responsible for coordinating and planning travel arrangements, including air, hotel, and ground transportation.
- Arrangement of Event Planning, Logistics, including Accommodations, Ticket Bookings and Calendar management.
- Residential training on a pan-India basis according to timetable and within a pre-determined budget , assist in conducting training and event venue selection, coordination, and end-to-end support for L&D.
- Organized "Annual Business Meet" events and part of Committee Member without a hitch which were held three times a year.
- Assist in designing organization's travel policies and procedures.

Team Management:

- **Leadership:** Providing direction, guidance, and motivation to the team members.
- **Team Building:** Fostering a positive team culture and building strong relationships among team members.
- **Goal Setting:** Defining clear objectives and milestones for the team to achieve.
- **Motivation:** Keeping team members motivated and engaged throughout the project.
- **Process Improvement:** Encouraging a culture of learning and growth within the team.

Feb. 2017 – Jun. 2018 with Renuka Enterprises, Vadodara as Head of Sales Support**Professional Experience:**

- Heading India's Sales & Service division, which includes Sales Ops, Back Office, and Customer Support, Claim Coordination, and Hiring team members via various online portals, among other things.
- Allocating monthly targets by region and assisting them in achieving them through ideas, motivations, varied schemes, and incentives, among other things.
- Efficient administrative team's work is directed at maintaining correct sales, inventory, and order documentation.
- Revenue models, process flows, operations support, and customer engagement methods are all managed.
- Visit ASPs for pending call closure, payment reconciliation, and defective returns, among other things.
- Coordinate & Follow-up with Claim Hub for speedy resolution and help for settling claims through insurance companies.

Key Achievements:

- Implemented and managed Customer Relationship Management systems (CRMs) effectively, to optimize technology and support healthy client communication.

Other Experience

- **Service Manager** at YMS Mobitech Pvt Ltd, Mumbai Mar. 2016 – Dec. 2016
- **Assistant Manager** at Appsdaily Solutions Pvt Ltd, Mumbai Sep. 2013 – Feb. 2016
- **Center Manager** at Sarvesh Telecom, Mumbai Mar. 2006 – Sep. 2013
- **Center Manager** at Laplume Services, Thane Jun. 2004 – Feb. 2006
- **Sales Support Associate** at Foneman, Mumbai Jul. 2002 – Jun. 2004

Education & Courses

- Correspondence bachelor's degree in commerce from ITMS, Navi Mumbai-MH
- Higher Secondary Certificate from Maharashtra State Board
- Secondary School Certificate from Maharashtra State Board

Professional Courses & Trainings

- Correspondence Post Graduate Diploma in Operations.
- Proficient in MS Office.

Personal Details

Date of Birth: 23rd July 1984 | **LinkedIn:** <https://www.linkedin.com/in/amol-vaze-595b12b3/> | **Languages Known:** English, Hindi, Marathi & Gujarati.

Permanent Address: Off Link Road, Malad West, Mumbai- 400064 Maharashtra, India