

CURRICULUM VITAE



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CAREER OBJECTIVE:

To work with full strength in dynamic organization which provides new challenge that helps to add value to the new organization and the individuals seeking the challenging carrier to value on time performance, where I can enhance my working skills, strength & experience which helps achieving targets.

SKILLS:

- ❖ **Communication Skills:** Effective communication with tenants, property owners, vendors, and contractors is essential. This includes clear written and verbal communication to address issues, negotiate contracts, and ensure everyone is informed.
- ❖ **Customer Service:** Property managers must be able to handle tenant concerns, complaints, and requests promptly and professionally, ensuring tenant satisfaction and retention.
- ❖ **Financial Management:** Handling budgets, rent collection, paying bills, and ensuring profitability are core tasks. Property managers need to manage finances efficiently, including tracking income and expenses and maintaining financial records.
- ❖ **Problem-Solving Skills:** From maintenance issues to tenant disputes, property managers must have strong problem-solving abilities to quickly address and resolve challenges.
- ❖ **Organizational Skills:** Managing multiple properties, coordinating maintenance, and keeping track of legal and lease documents requires excellent organizational skills to ensure smooth daily operations.
- ❖ **Negotiation Skills:** Property managers often negotiate lease agreements, vendor contracts, and rental rates, so strong negotiation skills are essential to benefit both the property owner and tenants.
- ❖ **Knowledge of Laws and Regulations:** Understanding local and national property laws, including tenant rights, lease agreements, and safety regulations, is crucial to ensure compliance and avoid legal issues.
- ❖ **Attention to Detail:** Property managers must be detail-oriented to manage lease terms, property inspections, maintenance schedules, and other operational tasks to prevent issues before they arise.
- ❖ **Technical Skills:** Familiarity with property management software, online payment systems, and basic maintenance tools or systems can greatly enhance efficiency in managing tasks.
- ❖ **Leadership and Team Management:** Often, property managers oversee maintenance staff, contractors, or leasing agents, so leadership skills are essential for coordinating and motivating teams.

ACADEMIC QUALIFICATIONS:

Degree	Board/University	Institutions
Tertiary	Mumbai Board	Siddhartha College
Secondary	Mumbai Board	Guru Nanak College of Khalsa
Elementary	Mumbai Board	A.M.K Premier High School

Computers Skills:

Operating System: Window 2007/2009, XP, Vista.

Application Software: Ms Office (Ms Word), Spread Sheet, (Ms Excel), Power Point, Internet Web Browser, ESSL.

Accounting Package: Tally 9.0, MSCIT, DOS, and ERP9 Profit from Computer Education.

Additional qualification: Certified with Management Program in Business Management.

Company Name	Role	Joined	Date	Nature Of Work
Bayview Terraces Chsl	Property Manager	20.02.2019	Till date	Property Manager HR/Accounts/Maintenance
Jasra Graphics Ltd	HR/ Admin Head	30.09.2019	15.1.2020	HR/Admin Head
Ekta World P Ltd	Admin Manager	March 2014	April 2019	Facility & Administration
AIPMA	Admin Manager	Feb 2010	Jan 2014	Facility & Administration

Working as Property Manager in Residential Complex (Bayview Terraces) is mentioned below:

Maintenance Responsibilities:

Regular upkeep of common areas, lobbies, and hallways.

Repair and maintenance of building structures, including walls, roofs, and foundations.

Regular painting and aesthetic upkeep.

Plumbing:

Maintenance of water supply systems, pipelines, and fixtures.

Addressing leakage and drainage issues.

Coordination for water tanker supply in case of shortages.

Electrical Systems:

Maintenance of common area lighting, switches, and wiring.

Managing the functioning of elevators, generators, and backup systems.

Addressing power supply or electrical fault issues in common areas.

Security Systems:

Maintenance of CCTV cameras, intercom systems, and entry barriers.

Regular servicing of security equipment.

Coordination with the security team for smooth functioning.

Waste Management:

Ensuring proper garbage collection and disposal.

Maintaining cleanliness in garbage collection points.

Water Systems:

Ensuring proper operation of water pumps and bore wells.
Overseeing water tank cleaning and filtration systems.

Elevator Maintenance:

Scheduling regular servicing and inspections for Passenger lift & Car lift.
Immediate repairs for breakdowns.

Garden and Landscaping:

Maintenance of lawns, plants, and trees.
Hiring and supervising gardeners as needed.

Pest Control:

Regular pest control in common areas.
Addressing specific pest issues reported by residents.

Parking Management:

Maintenance of parking spaces and marking.
Addressing complaints related to parking allotments or misuse.

Fire Safety Systems:

Routine checks and maintenance of fire extinguishers, alarms, and sprinklers.
Ensuring compliance with fire safety regulations.

Swimming Pool

Cleaning and chemical treatment of the pool.
Maintenance of pool equipment and safety measures.
Heater should be maintained at specific temperature

Play Areas and Recreational Facilities:

Maintenance of gym equipment, playgrounds, and other common facilities.

Resident Communication:

Responding to resident complaints and maintenance requests.
Maintaining a log of issues and their resolutions.

Vendor Coordination:

Supervising and coordinating with external service providers like plumbers, electricians, and technicians.
Procuring necessary materials and tools.

Billing & AR Management:

Responsible for providing billing instructions promptly.
Passing all the Receipt Entries daily.
Ability to resolve client queries in collaboration with the Project Team.
Weekly updating the Bank statement and sharing it along with the Daybook Template
Ensuring the regular deposit of cheques in the Bank.
Monitoring the activities and MIS of the virtual accounts, POS machines or any other payment modes used by the client. Management of cash income, penalties and other ad hoc incomes.

Booking & Accounts:

Receive and verify supplier invoices for accuracy and compliance with agreed terms.
Process approved invoices for payment according to payment terms.
Archive all procurement and payment documents for future reference and audit purposes.
Petty cash management as per the defined SOP.
Updating Vendor master database in Daybook Template.
Approval of Vendors Invoices from Committee then preparation of cheques & payment vouchers.
All types of payment entries are to be updated daily in the Daybook Template.

Banking & Treasury:

Tracking Cheque lifecycle - Undeposited cheques
Any Post-dated cheques
Updating the signatories in a timely manner
Managing net banking and other electronic payment workflows.

Withholding Tax matters:

Adherence to the timeline to pay the challan i.e. before the 7th of the following month.
Check TDS rate & section applicability on Vendor Invoice.
Timely deduction of TDS on base amount of vendor invoice.
Communicate notices/intimations from the Income-tax department to the internal tax/project team.
Broad understanding of TDS reports and coordinating the approval and payments

Goods and Service Tax:

Responsible for providing relevant inputs/workings to enable timely filing of relevant returns
Adherence to the timelines to pay the challan i.e. before the 20th of the following month.
Cross-verification of Vendor's invoices through Purchase Order/Contract/Cost Sheet etc. Further Verify Societies GST No., RCM applicability, GST rate/amount.
Follow up with Vendors the ITC of whom is not reflecting in GSTR 2A.
Inform the Committee about the vendors the ITC of whom is not reflecting in GSTR 2A to take appropriate action in a timely manner. Broad understanding of GST reports and workings for co-ordination of approval and payment.

Income Tax:

Get Advance Tax paid as per the Computation of Income prepared by the internal project team.
Communicate Notices/intimations from the Income-tax department to the internal project team.

Project MIS:

Daily Management Report to be shared with the client.
Tracking of compliance and general office admin to-do list and activities
Sharing Outstanding & Collection Reports with Managing Committee members.

Office Administration:

Weekly virtual meeting with the other Managing committee Members & project team members and project co-ordination. Attend mandatory training scheduled/suggested by the respective project leads. Communication with the local body/Vendors on behalf of the client.
Other administrative work assigned by the Managing Committee members.

Compliance:

Addressing member's correspondence with the support of internal project team.
Ensuring the transfer of sale and the documentation process is followed as per the checklist.

Ensure that statutory registers are updated on a daily/weekly basis
Draft and circulate agenda and minutes of meetings and circulars within the defined timelines with the support of internal project team
Manage member compliance processes including nominations, NOC issuance, and transfers.
Managing tenant flats list and updating tenant agreements
Maintaining the list of Annual Maintenance Contracts (AMCs) of Amenities of the society and tracking their renewal dates.

STP (Sewage Treatment Plant) Maintenance:

Routine Operations:

Regular monitoring and operation of the STP system.
Ensuring all pumps, blowers, and other equipment are functioning properly.
Managing sludge disposal and by-product handling.

Cleaning and Servicing:

Cleaning tanks, filters, and screens at regular intervals.
Preventing blockages in pipelines and ensuring smooth flow.

Chemical and Consumable Management:

Monitoring and replenishing necessary chemicals or bacteria for sewage treatment.

Compliance and Documentation:

Maintaining logs for daily operations and maintenance activities.
Ensuring the STP adheres to local environmental and safety regulations.

Repairs and Upgrades:

Timely servicing of mechanical parts.
Addressing issues like leaks, wear and tear, or efficiency drops.

RO Plant (Reverse Osmosis Plant) Maintenance:

Filter and Membrane Maintenance:

Regular cleaning and replacement of pre-filters, carbon filters, and RO membranes.
Monitoring and addressing scaling or fouling in the membranes.

Water Quality Monitoring:

Periodic testing of water for TDS (Total Dissolved Solids) and other quality parameters.
Ensuring the treated water meets the standards for drinking or domestic use.

System Checks: Inspecting pumps, pipes, valves, and electrical systems for smooth operation.
Preventing leaks or inefficiencies in the RO unit.

Chemical Usage: Monitoring and managing chemicals used in pre-treatment and membrane cleaning.

Record Maintenance: Keeping logs of water production, quality, and maintenance activities.

Scheduling professional servicing as needed.

Emergency Management: Responding to breakdowns or malfunctions promptly to ensure uninterrupted water supply.

Waste Collection and Segregation:

Ensure proper segregation of biodegradable and non-biodegradable waste at the source.
Collect kitchen waste, garden waste (leaves, grass), and other organic materials for composting.
Educate residents on waste segregation practices to improve efficiency.

Composting Area Setup: Designate a clean and safe area for composting within the society premises. Install composting bins, pits, or machines as per the society's capacity and budget.
Ensure the area is protected from rain and pests but allows proper aeration.

Composting Process Management: Layer biodegradable waste with dry leaves or soil in the composting unit to maintain a balance of "greens" (wet waste) and "browns" (dry matter).

Turn the compost regularly to ensure proper aeration and faster decomposition.

Monitor moisture levels to prevent the compost from becoming too dry or too wet.

Periodic Monitoring:

Regularly check the temperature, odor, and decomposition progress of the compost.

Ensure proper mixing and address any issues like excessive smell or slow decomposition.

Harvesting the Compost: Collect and sieve the compost once it is ready (dark, crumbly, and earthy in smell). Store the finished compost properly for distribution or use.

Utilization of Compost: Use the prepared Khad in the society's gardens, landscaping, or potted plants. Offer surplus compost to residents for personal use or sell it to generate revenue for the society. Resident Awareness and Involvement:

Conduct workshops or awareness programs for residents on the benefits of composting.

Encourage resident participation in waste segregation and compost preparation.

Record-Keeping and Reporting: Maintain logs of waste collected, compost produced, and its usage or distribution. Report the status of composting activities during society meetings.

Pest Control and Hygiene:

Take measures to prevent foul odors or pests like flies and rodents around the composting area.

Use natural pest repellents if necessary.

Maintain cleanliness in and around the composting unit.

Pest control service is twice from the vendor.

Bmc dengue & malaria department anti spraying larvae.

Bmc fogging done every month.

Interactions with Govt bodies:

Pwd License inspector for yearly audit for Lifts.

Dengu & Malaria Inspector monthly audit.

Police stations follow for approvals.

Bmc departments for repairs and permissions.

Fire inspection audits on quarterly basis.

Debris inspector audit for repairs.

Garbage inspector audits for segregation.

Best team audit and follow up.

Mtnl officials and payments and repairs.

Worked as Admin Manager (EKTA WORLD) & Job Role as mentioned below:

Security & Safety Management:

Training Security guards for curtness/discipline and safekeeping of office premises keeping track on in & out material movement

Tracking with daily attendance for more than 16 sites

Maintain all Registers at the Security Desk for all 16 sites.

Ensure bills and challans are filled and maintained on timely basis

Manage Keys for all doors, cabinets, etc. (entire key management).

Ensure contractors are frisked whenever they enter and exit company premises

Ensure contractor's attendance is maintained

Report incident as required

Billing, payments, debit & any issues regarding the same has to be taken care of.

Maintain an inventory of visitor badges

House Keeping Management:

Ensure that all office premises are cleaned daily. Ensure weekly deep cleaning of the office premises takes place.

Handle Storeroom Management

Manage and provide all Guest Services (as and when required)

Handle Meeting Rooms Management Bookings are done in a systematic manner, records are maintained properly. Ensure waste papers are collected and shredded regularly
Handle Material shifting and support services, Provide help to Night Transport.

Cafeteria Management:

Ensure cafeteria services are satisfactory and as per the desired expectations and standards
Check the weekly cafeteria menu; make changes, if needed, in the menu
Ensure if food is prepared as per agreed menu, any changes to be noted
Ensure that the vendor is adhering to the agreed SLA
Ensure there is enough food available during lunch and dinner to serve employees
Ensure MRP products are available Line of Business
Ensure proper hygiene is maintained
Ensure equipment and kitchen area is cleaned on weekly basis
Ensure that tea/ coffee vending machine is cleaned regularly
Ensure adequate tea/coffee supplies are available for employees
Ensure water coolers are cleaned weekly
Maintain an inventory of crockery, conduct food testing every 6 months to ensure the quality of the served food is as per desired quality

Stationery Management:

Manage and track inventory and distribution of stationery
Ensure there is sufficient stationery stock available for use at any time.
Maintain a 5% buffer stock of stationery consumables
Manage printing of Office stationery
Manage the maintenance of copier machine

Travel & Logistic Management:

Manage day to day transport arrangement for all employees
Prepare transport roster on daily basis
Check transport log sheets on daily basis
Track vehicle and driver attendance on daily basis
Prepare incident report if any
Conduct monthly driver briefings
Prepare transport MIS reports
Conduct monthly audits of Vehicles and documentation

Vendor Management

Finalizing Contract with the vendor and suppliers as per market standards.
Create and manage a central database of all current and prospective vendors.
Build and maintain relationship with vendors
Handle all vendor issues and grievances
Adhere to vendor policies
Conduct an audit of vendor services on regular basis

Facilities Management:

Manage and maintain details about occupancy and seating arrangements.
Manage maintenance and issue related Electrical and Power
Manage AMC renewals
Handle repairs and maintenance of all equipment in office and ensure maintenance activities are carried out periodically, Manage and maintain petty cash location wise
Manage Keys for all doors, cabinets, etc. (entire key management).
Manage all Pedestal/Drawers details, issues , Handle scrap sale

Ensure all unwanted papers from respective bays are cleared
Conduct monthly facility round
Create and manage mobile asset register

Laisioning with Government Bodies:

Laisioning with BMC, BEST, Water Department, Police Station, traffic police.

Access Control Systems:

Handle issuance of Access Cards, Manage Access Control Reconciliation, and Handle CCTV Management, Conduct Fire Drills periodically, Handle Power Outage, conduct Audits periodically

Special Assignments

Handle Intra-city relocation management, Conduct Blood donation drives periodically
Provide assistance in organizing internal events, Provide assistance in organizing outdoor assignments, Manage and handle Promotional helpdesks. Manage Project work, provide assistance or manage and handle (as required) any other new initiatives for employees

Petty Cash Management:

Distribution of Petty Cash, Reconciliation of petty cash and closing the advance taken by end of every month with the finance Team.

Invoice Processing /Payment Follows Ups, Reconciliation, Budgets:

Billings for all vendors, maintaining the process/Sop of ERP, Audit, Verified / Approved than process for Account team for payment, billing for all 64 vendors, MCGM, BEST, MTNL.
Preparing expenses report based on the actual expenses spent and Identify areas of Cost reduction.

Guest House Management

Handling of chairman & MD's residence and Guest House for any repairs and maintenance.
Allocation of guest house to VIP Client and Higher Management.

Worked as Admin Manager (AIPMA) & Job Role as mentioned below:

Printing Letter Heads & Visiting cards of Employees, Pantry Management.
Drafting official letters. , Exit Formality of Staff. Handling Membership department for the Association, making new members, renew their membership, Also sending Plastic News Magazine Monthly Magazine to all active Members and also any kind of mass mailing or any kind of advertise to them. Handling delegation of National & International Levels for Plastic Industry.
Handled Chinaplas 2010 in shanghai with payments, documentation etc.
Handling Arab Plats 2011 in Dubai with payments, documentation etc.
Handling Plast Pack Nigeria 2010 with payments, documentation etc.
Recovering up to flooring the event.

I hereby confirm the above information provided is true to the best of my knowledge and belief.

Yours Sincerely



Harshad Savliram Ughade