



SANGESH JHA

Dynamic and results-driven professional with expertise in General Administration, Manufacturing Plant Management, Liaison, Compliance Management, Township, Guest House and Hospitality Management. Seeking a leadership role as DGM/GM – Admin in Gujarat, Maharashtra or other regions to leverage extensive experience and drive organizational success through strategic leadership and operational excellence.

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PROFILE SUMMARY

- **Accomplished** professional with over 25 years of experience in **General Administration, Facility Management, and Project Management**, consistently demonstrating **exceptional leadership, operational excellence, and a commitment to sustained success.**
- **Skilled** in managing both internal and external communications, building **strong** relationships with **vendors, contractors, and service providers**, ensuring **flawless** coordination and business operations.
- **Proven** ability to **assess** complex situations and **implement** turnaround strategies that drive **efficiency, cost optimization, and organizational success.**
- **Experienced** in overseeing daily functions including **procurement, inventory management, and infrastructure maintenance**, ensuring **seamless** operations and **strategic alignment** with organizational goals.
- **Strategic leader** with a **track record** of developing **high-performance teams**, fostering a culture of **accountability, continuous improvement, and professional growth.**
- Expertise in **high-level** managerial competencies, particularly in **budgeting, facility management, and project execution**, ensuring the **effective** delivery of organizational strategies and initiatives.
- **Recognized** for **innovative problem-solving, exceptional negotiation skills, and strategic planning abilities** that have **significantly** improved operational performance and profitability.
- **Successfully** coordinated **civil, electrical, and commercial** support services, optimizing **efficiency** and ensuring **alignment** of administrative functions with company objectives.
- **Proven** ability to **reduce operational costs** through **resource management, process optimization, and workflow streamlining**, resulting in **increased** efficiency and **cost-effectiveness.**
- **Skilled** in delivering **high-value projects** on time and within budget, while fostering **collaboration** and continuous improvement among cross-functional teams.
- **Technologically adept**, using **advanced tools** to **automate processes**, resulting in **improved productivity** and **enhanced service delivery.**
- **Focused** and **results-driven** professional with a **deep understanding** of **general administration, facility management, and project management**, ensuring **smooth operations** and **continuous alignment** with strategic goals.
- **Proven ability** to handle **confidential** communications, establishing **trust** and **rapport** with stakeholders at all levels, while overseeing **customer relations, hospitality management, fleet management, and event planning.**
- **Successfully managed** a team of **up to 300** and a **budget of 16 crores**, achieving **operational efficiency, cost management, and successful project delivery.**
- **Dynamic leader** skilled in managing diverse administrative activities, including **cafeteria, travel, and accommodation logistics**, with a strong focus on **service excellence.**
- **Collaborative** leader with the ability to **inspire** and **empower** teams, ensuring high levels of **engagement** and the **achievement** of organizational objectives.
- **Exceptional communicator** who cultivates **mutual success** by fostering collaboration and building **strong relationships** with stakeholders.



CORE COMPETENCIES

Team Management	Strategic Planning & Execution	General Administration
Facility Management	Statutory Compliance & Legal Agreements	Budgeting & Cost Optimization
Liaising & Coordination	Inventory & Vendor Controls	Event Management
Township Management	Hired House & Guesthouse Management	Vendor Management & Contract Negotiation
Travel & Transport Management	Project Management	Security & Safety Management
Asset Management	Space Planning & Optimization	Technology Integration
Employee Well-being & Engagement	Health & Safety Compliance	Procurement & Inventory Management
Stakeholder Management	Conflict Resolution & Grievance Management	Customer Relationship Management
Financial Analysis & Reporting	Quality Management & Continuous Improvement	Infrastructure Development & Maintenance
Canteen / Restaurant Operations Management	Employee Induction & Onboarding	Data & Records Management



EDUCATION

Bachelor of Arts, Purvanchal University, 1999



TRAININGS

- Communication & Presentation Skill Training – BPC (Baroda)
- Stress Management Training. – Mundra
- Quality Management Training – Baroda
- Disaster Management Training – MGLIC Ahmedabad



WORK EXPERIENCE

- **Vishvaraj Environment Pvt. Ltd., Nagpur** – Deputy General Manager, Administration, Security & Liaison (Aug 2024 – Present)
- **Borosil Renewables Ltd., Bharuch** – Deputy General Manager, Administration, Security & Liaison (July 2022 – July 2024)
- **AMNS India Ltd. (formerly Essar Steel), Hazira** – Senior Manager – Administration (Sep 2018 – Jun 2022)
- **Atul Limited, Valsad** – Deputy Manager – Administration (Dec 2017 – Sep 2018)
- **Adani Ports & SEZ Ltd., Mundra** – Assistant Manager – Administration (August 1999 – Nov 2017)

Responsibilities Across The Career:

- **Managing Projects & Oversight:** Leading multi-million-dollar projects including solar power plants, wastewater treatment plants (STPs), and facility management services, overseeing all project phases from planning to completion.
- **Leading Teams & Development:** Directing cross-functional teams, focusing on performance optimization, staff training, and development to ensure clear communication and collaboration.
- **Managing Vendors & Contracts:** Handling external vendors and contractors, negotiating contract terms, and managing performance metrics to maintain service quality and reduce costs.
- **Improving Operational Efficiency & Controlling Costs:** Managing day-to-day operations of facilities, including utilities, building maintenance, and safety protocols, while developing and managing budgets to ensure cost-effective operations.
- **Ensuring Health, Safety & Environmental Compliance:** Establishing health, safety, and environmental standards, conducting regular audits, inspections, and training to ensure industry compliance.
- **Optimizing Sustainability & Energy Use:** Integrating energy-efficient solutions and green technologies across projects, contributing to sustainability goals and promoting energy-saving initiatives.
- **Communicating with Stakeholders:** Serving as the primary point of contact stakeholders, ensuring expectations are met with regular progress updates on project performance.
- **Managing Crises & Emergencies:** Acting swiftly during emergencies or delays, formulating plans to minimize disruptions and ensure continuity of operations.
- **Reporting & Documenting Progress:** Compiling detailed reports on project progress, energy savings, sustainability efforts, and operational efficiency for senior management and stakeholders.
- **Managing Facilities & Assets:** Optimizing asset management, leading to reduced operational costs and improved resource utilization across facilities. Managing township facilities, guesthouses, and office renovations, ensuring high-quality standards.
- **Establishing Security & Safety Protocols:** Creating and enforcing security protocols, managing emergency response plans to protect personnel, assets, and ensure safety.
- **Leading Process Improvement & Technology Integration:** Driving process improvement initiatives, incorporating digital asset management systems and advanced facility management technologies (BMS), improving asset tracking and operational processes.
- **Enhancing Employee Wellness & Engagement:** Developing and implementing wellness programs, sports activities, and employee recognition events to enhance staff satisfaction and retention.
- **Coordinating Travel, Procurement & Vendor Management:** Managing travel logistics, optimizing procurement strategies, and developing vendor management systems to ensure cost control and service efficiency.
- **Coordinating Events & VIP Hospitality:** Managing high-profile events and coordinating VIP hospitality arrangements, enhancing the company's reputation.

Achievements:

- **Award Recognition & Project Success:** Received Quarterly Appreciation Award, Best Employee of the Year (Adani Ports, 2015), Excellence in Administration Award (AMNS India, 2020), and Outstanding Performance Award (Borosil Renewables, 2023), while successfully managing 230 MLD STP projects and large-scale developments, consistently completing them on time and under budget, achieving **cost saving** without compromising quality.
- **Operational & Cost Efficiency Gains:** Spearheaded the launch of an online travel portal, reducing manual workload, enhancing operational efficiency, and driving **cost savings**, alongside implementing facility and process improvements that resulted in substantial savings while maintaining high service standards.
- **Energy & Sustainability Impact:** Led initiatives that improved energy efficiency across facilities, reducing power consumption, and contributed to sustainability goals through CSR projects, achieving **reduction** in the company's carbon footprint and enhancing environmental impact.
- **Employee Engagement & Welfare Success:** Boosted employee satisfaction and retention through the implementation of wellness programs, sports activities, and recognition events, resulting in improved employee morale and sustained engagement.
- **Safety & Compliance Excellence:** Ensured zero non-compliance incidents by implementing rigorous training, audits, and inspections, establishing high standards in health, safety, and environmental practices, while maintaining compliance across all operations.
- **Technology & Innovation Integration:** Integrated advanced technology solutions such as Building Management Systems (BMS) and asset management tools, improving operational control and enhancing service delivery, leading to **increase** in overall operational efficiency.



PROJECTS

1. Operational Cost Reduction at Borosil Renewables Ltd.
 - **Situation:** Rising operational costs due to inefficient vendor contracts and high service charges.
 - **Role:** Project Manager, tasked with identifying and implementing cost-saving opportunities.
 - **Action:**
 - Conducted a thorough review of all existing vendor contracts.
 - Engaged in strategic negotiations with key vendors to secure better pricing and service terms.
 - Introduced process improvements that streamlined operations, reduced waste, and improved vendor service delivery.
 - **Result:** Achieved a reduction in operational costs, significantly improving the company's financial performance and operational efficiency.
2. Employee Engagement and Retention Program at AMNS India Ltd.
 - **Situation:** High employee turnover affecting team stability and overall productivity.
 - **Role:** Lead, responsible for enhancing employee engagement and infrastructure improvisation.
 - **Action:**
 - Designed and implemented a series of employee engagement initiatives, including team-building activities and recognition programs.
 - Successfully developed and improved the infrastructure and enhanced the facilities.
 - **Result:** Increased employee retention rates, contributing to a more stable and productive workforce.
3. Compliance Framework Implementation at Vishvaraj Environment Pvt. Ltd.
 - **Situation:** Compliance challenges in ensuring adherence to local regulations, potentially risking operational continuity.
 - **Role:** Compliance Manager, tasked with ensuring regulatory compliance across all operations.
 - **Action:**
 - Developed and implemented a comprehensive compliance framework.
 - Conducted regular internal audits and inspections to ensure all operations met legal and safety requirements.
 - Provided training for staff on compliance-related matters, ensuring all employees understood and adhered to local regulations.
 - **Result:** Achieved **100%** compliance with local regulations, mitigating potential risks, avoiding fines, and ensuring smooth operations.

PERSONAL DETAILS

Date of Birth: 30th January 1979

Language Known: Gujarati, Marathi, English, Hindi & Maithili