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**CAREER SUMMARY:**

An ex-service (Indian Navy) Veteran who seeks challenging position in the **industry** which encourages growth and leadership opportunities while utilizing administrative skills, innovative abilities. Am versatile, accomplished management professional with proven expertise and ability to grasp new technologies quickly with excellent communication skills.

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**EXECUTIVE SUMMARY**

- A dynamic professional with over 32 years of experience in Indian Navy (Military) & Administration & Liaising with Government Offices, Vendor Management, Industrial Projects, **Building** Maintenance, Security, Transport Legal/statutory Compliances.
- Monitoring of planned Project, Expansion, Renovation activities for timely completion.
- Administration control of all contractual labors, Company CSR Projects and execution.
- Co-ordination & Liaising with local bodies, PMRDA, Chief Fire Office, MPCB and DISH Office.
- Costing, Estimation, Budgeting & expense tracking of various planned works/Projects (CAPEX & OPEX).
- Checking and Ensuring all legal compliances of vendors
- Negotiation with vendors of rates, making comparisons & finalizing contracts.
- Evaluation and Selection of suppliers and contractors for execution of the infrastructure.
- Checking & certification of vendors Invoices.
- Worked on various cost savings projects, resource planning, scheduling & tracking.
- Responsible for security of personnel and assets.
- functioning of security and transport operations of the plant.
- Responsible for security officers shift duties, performance attendance management.
- To ensuring safe work practices & safety equipment on working site.
- Liaise with local police, local authorities for day to day smooth functioning of the factory.

**WORK HISTORY:**

**Vishay Components India Ltd, Pune** (U.S. MNC)

**Apr 13 – Aug 2025**

**Designation** : **Asst Manager** - Plant Engineering & IEHS – Facility Maintenance

**Company Profile** : One of the world's largest manufactures of passive and discrete semiconductors and electronic components.

**Responsibilities:**

- Estate Management, Legal compliances.
- Liaison and relation with civil authorities and Local Bodies.
- Monitoring of routine activities of projects & maintenance.
- Property Work - New development & maintaining to existing (Civil Work Projects)

- Water Management – arrangement of Drinking & Raw Water
- Site Upkeep
- Preparation & Tracking of Capex and Maintenance Expense budget.
- Finalize proposals and equipment specifications/ designs submitted by consultants / contractors
- Preparing project estimation and their budget proposal, project execution as per schedule
- Progress report preparation and reporting to Top Management.
- Monitoring other activities like plumbing, carpentry, painting, pest control, etc.
- Responsible for security of personnel and assets.
- Functioning of security and transport operations of the plant.
- Responsible for security officers shift duties, their performance and leave planning.
- Monitoring material movement and invoice flows of the factory material (In / Out)
- Repo building with local police and authorities
- CCTV & Fire Suppression system functioning for 24x7.
- Rendering of all legal reports / fees to all Govt bodies.
- Extensive training on Safety, Security and functions.

#### **Major Projects Completed**

- Fire Suppression Project – 1,27,683 Sq Mtr Area
- Production Building – 1500 Sq Mtr
- Surveillance and Biometric Access system
- Rehabilitation of structural issues
- Construction of Washroom & Change Room – 03 Nos

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#### **M/s EXL & M/s Capita (I) Pvt Ltd. Pune**

**Feb 2008 – Mar 2013**

**Designation** : Sr. Customer Care Executive

**Company Profile** : Administration Work

Have experience of working in an International Business Processing Outsourcing company in an Administration Executive.

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#### **Indian Navy**

**Jan 1993 – Jan 2008**

**Designation** : Petty Office (Engineering Mechanic)

**Company Profile** : Indian Navy

(a) Office and Admin

- Has a vast experience in raising departmental audits to higher authorities

- Managing inventory of spares part by timely updating and demanding procedures.
- Accomplished in managing time, office activities and maintenance of attendance and leave records necessary for payrolls of employees.
- Can ensure internal cohesion in the organization by maintaining a clear communication network between various levels.

(b) (Technical)

- Being an engineering mechanic by profession has a vast experience in installation, maintenance, fault finding, defect rectification and watch-keeping of Main Engine, Diesel Generators, Air Conditioning and Refrigeration plants. Scheduling and planning predictive, preventive and breakdown maintenance jobs with key focus on spares availability and root cause analysis. Preparing maintenance plans/schedules for reducing machinery downtime to minimum for ensuring smooth production.
- Competent enough to take charge of main propulsion ICE engine consisting capacity of 13750 KW and its associated machineries at full power maneuvering.
- Ship's Nuclear Biological and Chemical Defense, Instructor

**Academic Credentials**

- Bachelor of Arts (Politics) from Pune University in 2006

Indian Navy

- Undergone 24 weeks Basic Engineering Mechanic course at Naval Engineering Institute, Lonavala in 1994
- Various promotion courses in technical branch
- Undergone course in Firefighting, damage control, first aid, life survival and emergency drills including handling of small fire arms.
- Electronic Data Processing course

**Computer Proficiency:**

1. SAP
2. MS Office

**Commendation**

- Commended by the Flag officer Commanding-in-Chief on the eve of 15 Aug 2002 for professionalism, devotion to duty and enthusiasm.

**Personal Particulars**

Date of Birth	:	25 Jun 1975
Linguistic Abilities	:	English, Hindi, Marathi
Present Address	:	Hargude Wasti, Vadegaon Road Kesnand (Near Wagholi) Tah – Haveli Pune – 412 207, Maharashtra

It would be an appreciation to me if given an opportunity to give the best of me for the success and prosperity of an organization like yours. I would be a part of every success that you will have in future.

Date:

Sanjay N Gavali