



SANDEEP ISALKAR

MANAGER-HR & ADMINISTRATION

Location- Hadapsar Pune 411028 (MS) India.

Work Experience - 20 Years About

20 Years experienced HR & Administration Manager with a demonstrated history of working in the Real Estate, FMCG industry Skilled in HRMS, Soft Services, Facilities Managements, Operations, Vendor Management. Strong Administration & professional focused in Facilities Managements and HR Operations.

DOB- 09/07/1977

Contacts

9923607912

sandeep.isalkar@gmail.com

Hadapsar Pune (MS)India 411028

Skills

Problem-solving skills, the ability to work in a team, a strong work ethic, analytical and quantitative skills, communication skills, and leadership qualities.



Empire Group – May'2025 –Oct'25

Manager– HR & Administration

Ceratec Group (Real Estate)

Katraj, Ambegaon Pune (MS) India



Manager– HR & Administration (July'23 –May'25)

Manage the end-to-end recruitment process for engineering and technical roles, including job postings, candidate sourcing, interviewing, and selection. Develop and implement effective recruitment strategies to attract top talent in engineering and technical fields. Manage statutory compliance and housekeeping management for the organization. Manage administrative functions, including office management and logistics. Oversee security management and other services to ensure smooth operations. Coordinate with various departments to resolve HR and administration-related issues and provide support. Maintain accurate records of employee data and other administrative operations. Ensure timely completion of tasks related to HR administration. Handle employee relations and resolve conflicts effectively. Ensure compliance with labor laws and regulations. Collaborate with leadership to align HR practices with business objectives. Develop and implement strategies to improve employee engagement, job satisfaction, and retention within the engineering department. Conduct regular employee surveys, feedback sessions, and exit interviews to understand employee needs and improve retention. Organize team-building events, recognition programs, and other activities to strengthen company culture and enhance employee morale. HR Policy & Procedure Development: Implement HR policies and procedures that are aligned with company goals, legal requirements, and best practices.





Education



Work Experience

<https://weikfield.com/>



July 2019 till June 2023

April 2000

BACHELOR OF ARTS

From Amravati University

Weikfield Foods Pvt. Ltd. (FMCG)

Nagar Road Viman Nagar Pune (MS) India

Manager- HR & Administration

Oversee and manage daily office operations, including facilities management, staff coordination, and office supplies procurement. Supervise administrative staff, ensuring efficient workflow, performance, and adherence to company policies.

March 2004

Develop and implement administrative processes, procedures, and policies to improve office efficiency and productivity.

DIPLOMA IN HOTEL MANAGEMENT
From IHTM Amravati

Manage budgets for administrative functions, including expense tracking and financial reporting. Coordinate company events, meetings, and travel arrangements, ensuring smooth logistical support for all operations.

Oct.2015 till June 2019

Total Environment (Real Estate)



<https://www.total-environment.com>

Perusing

White field Bengaluru (Karnataka) India

Manager- Admin & Facilities

Plan and coordinate all installations and refurbishments manage the upkeep of equipment and supplies to meet health and safety standards Inspect buildings' structures to determine the need for repairs or renovations. Review utilities consumption to minimize costs, supervise all staff facilities staff (custodians, technicians, groundskeepers etc.) and external contractors.

Control activities like AMC, Vendor, Security management's waste disposal, building security, access control, staff attendance etc.

MBA - HR OPERATIONS
From MIT WPU



IT Skills -

**MS- Office,
Outlook, HRMS,
HR Mantra, Pagar
Book, PPT, Canva.**



Residence Address



<https://icb.international/contact-us/>



August 2012 till Sep 2015

IOFC India (MRA Centre International Institute)

Dande Ghar, Panchgani Dt. Satara (MS) India

Manager- Admin & Facilities

Facilities and office Administration Management –Accommodations, Vendor Management, Travel Co- ordination, Security Management Liaising, Safety Arrangement, People Management Relationship Management, Purchase Management, Client grievances Negotiation, Project Management Strategic Planning. Infrastructure management, Asset management Workshop Management. Responsible for all operational aspects of Administration. Dealing with UPS, Electrical, Plumbing Contractor. Overall supervision of all facilities of the center and corporate office, repair and maintenance, electrical, plumbing, carpentry, painting, waterproofing, etc .Oversees building and grounds maintenance.

Operates and maintains custodial functions. Ensures security and emergency preparedness procedures are implemented properly.

Ensures that the facility is clean and maintained according to company policy and procedures.

Handles general accounting tasks, such as accounts payable, payroll, petty cash, and budgeting.

Oversees and supervises the quality of work for other employees to ensure that all tasks are performed correctly, efficiently, and effectively.

Manages and reviews service contracts. Conducts and documents regular facilities inspections.



PERMANANT ADDRESS-

S/O LATE. KESHAVRAO ISALKAR
GRAM SEVAK COLONY SIRSO
MURTIJAPUR DT. AKOLA (MS)INDIA
444107 .

Work Experience



Personal Details

Age- 46 Year

Gender- Male

Marital Status - Married

Nationality- Indian

Religion- Hindu



Languages Known -

English , Hindi, Marathi

Hobbies / Interest -



**Former Martial Arts
Instructor**



Music



<https://www.manishaconstructions.com>

Feb. 2005 till June 2012

Manisha Constructions (Real Estate)

Meriplex Kalyani Nagar, Pune (MS) India

Asst. Manager- Operations

Responsible for the day-to-day management of property. Strategic overview & planning to maximize profits. To ensure that all check sheets of housekeeping, shift in charge, floor supervisors, technicians are filled properly & action taken on any observations. Planning & organizing the entire operations & management of the Property.

Achieving guest comfort & safety, Manage entire Team. Event Management, organizing meetings, conferences, making travel arrangements and hotel reservations for guests & foreign delegates.

Administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, florist, pest control, housekeeping, etc.

Regards,

SANDEEP ISALKAR