

Vinay Shedge

Senior Manager

vinayshedge@gmail.com • 9850062122 • Pune • 28th June 1971

Married • Male



PROFILE

Highly efficient and diligent office manager with experience in different level of management. Capable leader with excellent skills in delegating responsibilities and supervising and evaluating for effective task completion. Commitment to upholding organization policies and procedures for motivating the team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

PROFESSIONAL EXPERIENCE

GTT Data Solutions Limited, Senior Manager Administration

Actively handling all Administrative related activities for Five Business verticles including branch office support.

Administraion - House Keeping, Maintenance of HVAC, access control, fire alarm systems, office equipment, furniture, and overall upkeeping., AMC, Event management, Canteen management, Support to HR Team, Handling Team consisting almost 25 subordinates, verification of bills, Admin. Budget preparation, Accomodation arrangement, Manage inventory, procurement, and stock of office stationery, cafeteria management,housekeeping consumables.

Statutory Compliance - Shop Act, Statutory compliances,Renewal of Licenses, Maintaining EHS, Engaging with landlords for operational issues.

May 2025 – February 2026
Pune,

Kalpana Glass Fibre Pvt Ltd., Manager HR

Independently looking after related all operations of two manufacturing units

Administration - Maintenace of Plant and office infrastructure, Housekeeping, Infrastructure Develpoment,Office Assistant,Security,Local MSEB,Grampanchayat,Land & Estate Dept,AMC of electronic gadgets

HR - Recruitment, On Boarding Off Boarding, Training, Appraisals, Employee Engagement activity,

Statutory Compliance - Factory Act, PF, ESIC, PT, Bonus, MPCB, MLWF, Payroll, Insurance-Mediclaim, Personal Accident policy

Independently handling employee joining and exit formalities and support contractual workforce hiring., Site contractors for Legal compliances formalities and grievances of labour, . Working closely with internal departments including Production, Quality, Planning, Supply Chain, Sales, Finance, as well as external stakeholders such as suppliers, contractors, and service providers to ensure smooth administrative and operational support.

October 2022 – April 2025
Pune

Xpanxion International, Team Leader

Facility Management, Guest Management, Commercial Management, Team Management, New Associates Management, Infrastructure Management, Event Management, Store Management, Support to HR, Finance Team, Statutory Compliances Management, Keeping Electronic surveillance system up and running, Security Guard Management, canteen operations to ensure hygiene, food quality, and effective vendor coordination, including periodic reviews and inspections. Verify service bills, prepare and track administrative budgets, and ensure cost control. Cafeteria management,

August 2018 – June 2019
Pune, India

SEED InfoTech Ltd, Head Administration

Infrastructure Management, Commercial Management, Vendor Management, General Administration, Facility Management, Project Management, Commercial Management, Statutory Compliance, ISO Compliance, Team Management, Event Management, General Administration, Transport & Security Management, Collaborates closely with internal departments including Production, Quality, Planning, Sales, Finance, and HR, Printing, IT, as well as external stakeholders such as suppliers and service providers to ensure smooth administrative and operational support. Manage employee travel, transport, visa processing, and accommodation arrangements.

August 2010 – July 2018
Pune, India

Electronica HiTech Engineering Pvt. Ltd., Sr. Executive -Admin

Factory & Office Management, Statutory Compliance, Travel Management, Guest Visit Management, F R O Formalities, Event Management, Factory Team Coordination, General Administration, Support to Finance Team, Contract Labour Management

September 2009 –
July 2010
Pune, India

Kalpna Glass Fibre Pvt Ltd., Executive – HR & Admin

Factory Management, Statutory Compliance, Human Resource Management, Payroll Management, General Management, ISO Compliance, Contractual Manpower, Coordination with site Contractors for legal compliances, Manage inventory, procurement, and stock of office stationery, pantry, and housekeeping consumables. Provide timely clerical, administrative, and general support in line with organizational procedures. Monitor, update employee attendance and discipline, Payroll processing, compliance with statutory, legal, ISO, PF, Professional Tax, MLWF, waste management, insurance, and contractor audit requirements.

August 2007 –
September 2009
Pune, India

Pravin Masalewale, Jr. Officer Personnel & Administration

Payroll Management, Statutory Management, Factory & Office Coordination, Guest Management, Project Management, Co ordination with contract labour agencies for legal compliances.

April 2000 – July 2007
Pune, India

Macintel, Administrative Assistant

Factory Management, Payroll Management, General Administration, Branch Coordination, Office and factory co ordination, Assisting in legal documentation.

June 1998 – April 2000
Pune, India

 EDUCATION**Masters in Personnel Management, Pune University**

April 1996 – April 1998
Pune, India

Bachelor of Commerce, Pune University

April 1989 – October 1992
Pune, India

SKILLS

Adaptability

Organization

Time Management

Multitasking

LANGUAGES

Marathi

Hindi

English

INTERESTS

Fitness, Volley Ball Player, Active member of

Shivmudra Pathak (Dhol Tasha)