



Ashwin Bhambure

Sr. Facilities Executive

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Dedicated and detail-oriented Internal Transport Executive with 16+ years of experience in managing transportation logistics and administrative functions. Proven track record in optimizing transport operations, ensuring compliance with safety regulations, and enhancing overall efficiency.

Highly organized with a strong attention to details, with a commitment to delivering exceptional service and support

Ability to maintain schedules. Motivated and able to work alone or as part of a group.



Edit with WPS Office



PROFESSIONAL EXPERIENCE

Tieto India Pvt. Ltd.

Roles: Sr. Facilities Executive

Duration: Aug 2006- till Sept 2022

CORE RESPONSIBILITIES

- Employee Bus Transportation – Optimization of bus service
- Employee Cab – Optimization of cab service
- Managing company cars, drivers, Employee/Guests local and domestic to/from airport transport services (Pune & Mumbai)
- Employee, Subcontractors, Customers ID CARD / SEZ Premise CARD / SEZ Premise Vehicle RFID Cards
- Employee/Subcontracted exit clearances process
- Printing & Stationary – T-shirts, Notepads, Business Cards, Company letterheads etc...
- Invoice receiving, processing, checking and maintaining records
- Contract Management: Developed and managed vendor contracts, ensuring compliance with agreed terms and conditions while fostering long-term partnerships.
- Cost Reduction Initiatives: Led negotiations with vendors to secure favorable terms and pricing, resulting in cost savings for the organization.
- Conduct online yearly employee satisfaction surveys to collect and identify trends and area of concerns for improvements and share the data with the employees to ensure they see the value of their feedbacks
- Maintain MONTHLY Cost Data (Transport related expenses)
- Automations – cloud server, online portal/s i.e. bus transport, cab transport, housekeeping, electricians & security related activities

ADDITIONAL RESPONSIBILITIES

- Administering and supporting office security staff (G4S), Physical Security Compliance, daily & monthly activities reporting & overview
- Administering and supporting CCTV, access control system & visitor management system
- Coordinating with Business continuity plan, fire drill & evacuation process
- Administering and supporting office parking's
- Reporting environment related data on online portal
- AUDITS
 - Coordinating with auditors and departments to set up audit timelines and schedules.
 - Documentation: Ensuring that all necessary documents and records are prepared and available for review.
 - Communication: Acting as a coordinator between the audit team and the organization, facilitating clear communication.
 - Compliance: Making sure that the audit processes comply with relevant regulations and standards.
 - Ensure that the audit runs smoothly and efficiently, helping the organization maintain transparency and accountability
 - Follow-up: Tracking the implementation of recommendations made during the audit.
 - Ensure that the audit runs smoothly and efficiently, helping the organization maintain transparency and accountability





FORMAL EDUCATION

	Undergraduate
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WORKING METHODS AND TECHNOLOGY COMPETENCE

Methodologies	<ul style="list-style-type: none"> - Transport Logistics Management: Expertise in managing and optimizing transportation processes to ensure efficiency and cost-effectiveness. - Route Optimization: Skilled in analyzing and planning routes to minimize transit times and reduce operational costs. - Regulatory Compliance: Knowledgeable in industry regulations and standards, ensuring all transport activities adhere to legal requirements. - Team Leadership: Proven ability to lead and motivate teams, fostering a collaborative environment to achieve organizational goals. - Administrative Support: Proficient in providing comprehensive administrative assistance to enhance operational efficiency. - Data Analysis and Reporting: Competent in analyzing data to inform decision-making and generate insightful reports. - Excellent Communication Skills: Strong verbal and written communication abilities, facilitating effective interaction with stakeholders at all levels.
Technologies	On-line communications
Tools	MS Excel, PowerPoint, Transport management system, CCTV & Access control system



LANGUAGES

English	Full working proficiency
Hindi	Full working proficiency



WORK EXPERIENCE

1998 - 2006	ITB India Pvt. Ltd. – Office Assistant, office Administrator
2006 - 2022	Tieto India Pvt. Ltd., Admin Executive, Sr. Facilities Specialist

