

# RAJAN GANDOTRA

+91 9028110400 | rajan.gandotra1010@gmail.com | Pune

## PROFESSIONAL SUMMARY

An accomplished Administration and Facilities leader with over 20 years of experience managing complex operations on a PAN India level. Expertise in optimising costs, enhancing operational efficiency, and building high-performance teams. Proven track record in vendor management, lease negotiations, crisis management and regulatory compliance. Adept at leading cross-functional teams and delivering seamless facility management services.

## SKILLS

---

- Operations & Facilities Management
- Vendor & Contract Management
- Budget Planning and Cost Optimisation
- Estate and Lease Administration
- Risk Mitigation and Crisis Management
- Travel, Visa & Logistic Coordination
- Facility Maintenance & Project Coordination
- Team Leadership & Performance Management
- Event Planning & Stakeholder Engagement

## WORK EXPERIENCE

---

DGM - Operations, Administration & Facilities

November 2020 - Present

**Vishvaraj Environment Pvt. Ltd. - Pune**

- Oversaw Pan-India Operations:** Managed Housekeeping, Travel, Logistics, Procurement, IT Support, Security, and Maintenance for corporate and project sites.
- Standardised Processes:** Developed and implemented SOPs to ensure operational consistency and align with corporate objectives.
- Cost Optimisation:** Reduced operational expenses by 20% through budget management, process improvements, and strategic vendor negotiations.
- Performance Enhancement:** Defined KPIs for 100+ administrative staff, driving a 20% improvement in team efficiency.
- Event Management:** Executed end-to-end logistics for corporate events with 3,000+ participants, ensuring seamless operations.
- Health & Safety Compliance:** Introduced emergency preparedness plans and risk mitigation strategies adhering to safety standards.
- Facility Upgrades:** Planned and managed renovations, expansions, and space optimisation initiatives, reducing costs by 18%.
- Vendor Relations:** Negotiated contracts, built strong supplier relationships, and optimised lease agreements.
- Stakeholder Satisfaction:** Resolved member concerns, enhanced satisfaction, and ensured well-maintained offices, guest houses, and warehouses.
- Strategic Collaboration:** Partnered with leadership to execute growth strategies and achieve corporate goals.

AGM - Admin & Facilities  
Senior Manager  
Manager  
**Orange City Water Pvt. Ltd.- Nagpur**

April 2016 - October 2020  
August 2014 - March 2016  
June 2012 - July 2014

- **Operational Oversight:** Managed daily operations across Housekeeping, Travel, Logistics, Procurement, IT Support, Security, and Maintenance.
- **Process Standardisation:** Developed and implemented SOPs to ensure operational consistency and alignment with corporate goals.
- **Cost Management:** Streamlined processes and managed budgets to reduce operational costs by 10%.
- **Team Leadership:** Directed a team of 50+ employees, increasing productivity through targeted training and development programs.
- **Vendor Negotiations:** Achieved a 12% cost reduction by negotiating strategic contracts with key vendors.
- **Safety and Compliance:** Introduced emergency preparedness plans and ensured compliance with health and safety standards.
- **Facility Management:** Maintained functional, well-kept spaces to meet member needs and foster satisfaction.
- **Expansion Management:** Oversaw the launch of new project locations, scaling operations efficiently.
- **Staff Development:** Recruited, trained, and supervised administrative staff, fostering a safe and results-oriented work environment.
- **Performance Enhancement:** Set clear expectations, monitored performance, and enforced policies to drive organisational goals.

Manager - Administration  
**Artefact Projects Ltd. - Nagpur**

April 2011 - May 2012

Manager - Administration  
Senior Admin Officer  
**D S Constructions FZCO - Tripoli, Libya**

January 2005 - February 2011  
December 2001 - December 2004

## AWARDS & ACHIEVEMENTS

---

- **Appreciation Award:** Recognised by the Maharashtra Badminton Association for organising the International Badminton Challenge (2022) & Senior National Badminton Championship (2017) in Nagpur. Presented by Sh. Nitin Gadkari & CM, Sh. Devendra Fadnavis.
- **Best Administrative Services Award:** Received multiple times for exemplary leadership and operational efficiency in Administrative roles.

## EDUCATION

---

**Delhi University, New Delhi**  
Bachelor of Commerce (B.Com)

June 1997

**APTECH, New Delhi**  
Diploma in Computer Science

February 2000