

SANJAY BOSE

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Administration and Facility Management Professional

Versatile professional having a result oriented approach, with over 27 years of enriching experience in key positions and domains, spanning- planning, evolving and mapping administrative strategies & policies; reviewing organizational effectiveness, diligent usage of company resources, impetus to growth by cutting down overhead expenses, managing and budgeting expenses, improving mean time between repairs, improving logistic downstream and up streams, critical incident/crisis management response procedures/operations, civil liaison for business continuity, implementation of global safety/security norms and awareness training and IPR enforcement.

SKILLS AND ATTRIBUTES

Leadership: Confident, innovative, decisive and adept to environment.

Communication: Persuasive, interpersonal, influencing and negotiating skills.

Decision Making: Demonstrated maturity, perseverance and innovative skills in problem solving. Ability to perform tasks diligently under severe stress and adverse conditions.

Management: Measured and balanced approach on rightful utilization of human, financial and material resources, aiming at best practices and limit expenditures. Ability to synergize team spirit & morale.

Operational Plan & Analysis: Ability to plan a new proposal with ROI, capable of assessment/formulation of business plan and assess competition in market and bring smart advantages.

Crisis Management: Prevent occurrence of crises by planning contingencies and rehearsals.

Loss Prevention: Demonstrated ability to prevent loss of assets.

ORGANIZATIONAL EXPERIENCE AND NOTABLE ACCOMPLISHMENTS

01/09/2010 – 30/11/2014: Casa Paradox as Chief Director Operations - a 300 Crore INR, Architecture & Interior Design consultancy & customized furniture manufacturing Company

Role and Functioning: Challenged to completely overhaul the organization to increase profitability and sustain growth.

Notable Accomplishments:

- ⇒ **Construction Project:** Collaborated and coordinated with Architects (Civil, Interiors and Landscape) Government officials, Site engineers, consultants, multiple interior executors for Project “Chaand Bagh” (90,000 SFT with 22,000 build-up area) for successful completion within the stipulated period of 3 years and budget of 25 crores.
- ⇒ Successful completion of Project for inception to opening of retail chain (2500 SFT) in Delhi and Mumbai for new diffusion line of products which included negotiation of rental and interior architecture execution.
- ⇒ **Administrative Turn around:** Involved CA and F&A departments to verify expenditure on retail units in terms of Profit and Loss. Found out in two years the total sale and project clients from two retail units was just 50 Lakhs against an expense of 4.75 Crores per annum. Presented and influenced the Board of Directors for closure of these retail stores and having only one flagship showroom. Led to better cost management and profit margins.
- ⇒ **Operational Management:** Evaluated space requirement for the manufacturing unit, found dead stocks occupying 15000 Sq ft and unplanned working areas occupying another 5000 Sq ft. Presented the case to the board of directors with a rational layout with mezzanine, selected 3 sites, restoration of products for sale and **savings of over 2.5 lakhs per month**. On sanction, ensured the lessee completed the construction in 2 months and shifting done without affecting production.
- ⇒ Successful launch of International exhibition of furniture & accessories in MAISON ET OBJET exhibition (6-10 Sep`13) at Paris Villepinte. **Saving of 25 Lakhs in logistic movement and 7,000 Euros in construction of stand and dismantling.**
- ⇒ Meticulous planning with contingency plans ensured every major logistic movement throughout my tenure, within India and Internationally worth crores without a single damage or loss, throughout my tenure.
- ⇒ **Expense Control:** Carried out market analysis, re-worked placement of orders, introduced penal deductions on vendors not meeting schedules, re-worked payment modalities to vendors, renegotiated with various vendors and **reduced outlay by 22% or 35 Lakhs INR a month.**

- ⇒ **Liaison with Local Government Officials: Successfully mitigated 5 Labour court matters** by, out of the court settlement and providing proof and winning, matters of sale taxes and various other government inspector reports.
- ⇒ **Interpersonal and Security Management:** Curtailed and plugged thefts and pilferage of company resources, IPR of CAD and patterns and wilful damage through cyber and physical security measures and deterrence. Introduced NON DISCLOSURE AGREEMENT with all Vendors and carried out visits to their workshops, thereby eradicated copying of Products and sale in open market. Wrote and implemented policy on Ethics and ensured that all employees have understood the same hence negating Architects and Designers carrying out side business.

01/08/2009 – 30/09/2010: Essem Hightech as GM, Strategic Initiative - a 200 Crore INR, Security Services Company

Role and Functioning: Establishing strategic vision & mission for Homeland & Industrial Security (region-wise for India) after scrutinizing market & physically evaluating shortcomings in security of various PSUs, manufacturing units, Petroleum depots & infrastructures hardening needs. Researched & evaluated companies like Magal, Ultra Datel Electronics, Janus & Navtech Radar for JV as Associate Partners.

Notable Accomplishments:

- ⇒ **Strategic Management:** Successfully negotiated with Companies like Magal, Ultra Datel Electronics and Navtech Radar as our Associate Partners giving strategic vision on the Needs of Homeland Security and Industrial Security. Initiated discussion with Janus to introduce concept of Fusion Centre and National Centre for Counter Terrorism in India. Discussed and presented the concept to the Secretary, MHA and Director CBI the concept.
- ⇒ **Business Development and Project Management:** Carried out a complete threat evaluation and analysis of the Bokaro Steel Plant and briefed the Board of Directors of SAIL on comprehensive and pragmatic security solutions. **Led to the securing of Project worth 3.75 Million USD as a Pilot Project. Mentored the project till installation.** Developed the concept of **Interior Economy**, whereas the Company could save couple of millions without utilizing outside resources for securing the perimeter. Was appreciated by Directors of Bokaro Plant.

01/07/2008 – 30/04/2009: Punj Llyod Limited as DGM HR & Administration - a 4 Billion USD, Engineering, Procurement and Construction Company (Doha, Qatar)

Role and Functioning: Onus for directing and monitoring HR, Administration and Security for 5 EPC projects across Qatar worth 2.2 Billion USD with 3000+ staff and 21 construction sites.

Notable Accomplishments:

- ⇒ **Administrative Management:** Introduced Water Management norms thereby reducing consumption from 350 to 180 litres per day per employee. Negotiated terms with new Air Booking agents on 7% commission against 15%. Implemented strict control on cancellation of air tickets, thereby reducing cancellation from a monthly average of 30 tickets to Nil. **Led to saving of 3 crores in 3 months.**
- ⇒ Reduced (from 11 to 3) and renegotiated terms with Transportation rental vendors. **This led to reduction of cost of rentals, reducing down time, forcing tight maintenance schedules and replacement of transport for free.**
- ⇒ One of the clause of the clients is to have a Workmen Compensation Policy, the premium for which is to the tune of approximately, .5 Million USD to 1 Million USD for Projects depending upon the number of workmen. The catch is that it is supposed to be done on a comprehensive basis and not as per each individual. **This was utilized and the saving was to a tune of .6 Million USD in all for all the projects.**
- ⇒ **Coordination & Management:** Formulated & executed systems for enhanced coordination with the Project Managers/ Directors, Health Safety & Environmental Managers & allied service departments for efficient project operations. **Led to Zero breach of security on sites, no accidents and no major safety violations.**
- ⇒ **Operation and Project Management:** Successfully negotiated land acquisition for Camp and spearheaded installation of an office complex based on portable cabins for housing 40 work stations & 30 independent offices **in a record time of 4 months, as first milestone of the 800 Million USD Project.**
- ⇒ **Security and Intelligence Management:** Through employing the concept “Eyes & Ears” in projects, was able to nab 3 personnel involved in nefarious activities i.e. using equipment and utilities from the Project stores and producing purchase bills, taking bribes from vendors and taking cash from labourers for employment.
- ⇒ Lauded for handling all governmental issues on accreditation, labour laws, visas, licenses, heavy vehicle movements, accidents etc. without a single hitch.

13/06/1987 – 30/06/2008: Commissioned Officer, Indian Army

Role and Functioning: Responsible for security & administration of national assets. Carrying out operational review, risk assessments and analyses, contingency planning and security of men, material, vulnerable points & areas, both physical and electronic, in high risk and hazardous regions against anti-national elements and adversaries. Leading and mentoring teams on projects; engineering works, corporate social responsibilities, establishment of physical, electronic and cyber security infrastructure, mobilization of men, material and other resources over long hauls, security intervention and high risk missions.

Notable Accomplishments:

- ⇒ **Selected on professional merit to represent the country** as a member of the diplomatic delegation to USA & Bhutan also as a team member for planning manpower (1.12 million) of the Indian Army at various Strategic Units on recommendation of Bagga Commission.
- ⇒ **Project Management:** Planned and directed logistics operations to stock material worth INR 500 Crores (7500 tons) in most inhospitable conditions working on a tight schedule of 4 months, for two years consecutively. Operations involved a workforce of 250 plus personnel, integrated helicopter and transport fleet.
- ⇒ **Social Accountability:** Developed & executed skill development training to empower women in remote areas encompassing over 10 villages involving strength of 115 women receiving training in knitting/ stitching/ tailoring, soft skills and Computer literacy. Arranged sales of products through civilian and AWWA shops. Promoted education of girls who were further inducted in government and civil agencies as data operators & receptionists, etc. Responsible to develop two complete villages in terms of education, health & hygiene, sanitation, medical camps, women empowerment, skill development & sports activities.
- ⇒ **Policy Formulation:** Wrote the Training Note on which performance of strategic unit (20,000 personnel) could be evaluated.
- ⇒ **Administrative Management:** Demonstrated excellence in maintaining major institutional assets including transport fleets, warehouses, critical equipment and over 200 buildings by analysis of assets, strict management of maintenance schedule, evaluating the criticality of assets and thereby allocating correct resources and budget for maintenance, monthly, quarterly and yearly asset evaluation check by audit teams, maintaining the dossiers of each asset with remarks, cutting down the mean time before breakdowns and mothballing of critical equipment.
- ⇒ **Operational:** Successfully mentored and led teams of 10-150 for critical missions and accredited with two Commendations Cards.

EDUCATION OVERVIEW

- ⇒ Post Graduate Certification for Business Management from Management Development Institute, Gurgaon.
- ⇒ MSc in Environmental Science.
- ⇒ Graduate from National Defence Academy a Premier Tri-Services Institute.
- ⇒ Diploma in Industrial Counselling & Personality Management.
- ⇒ Certificate in Corporate and Industrial Security, Safety & Intelligence Management and Logistics Administration.

OTHER INTERESTS AND ACHIEVEMENTS

- ⇒ Established a Mountain Climbing institute with indigenous resources. Successfully trained more than 500 personnel over two years.
- ⇒ Organized a Half Marathon to commemorate Golden Jubilee Celebration of my School. Raised over 30 Lakhs and involved the civil administration for successful implementation of the event.
- ⇒ Captained Services Junior Football team at National level.
- ⇒ Won the Command Championship in Army Rifle Association Competitions.