

CHETAN D. BORGAONKAR

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PROFESSIONAL SUMMARY

Admin Infrastructure & Facility Management professional with **8+ years of experience** in managing branch administration, infrastructure setup, vendor management, asset control, and compliance across multi-state operations. Proven expertise in **cost optimization, household management, staff management, branch setup & closure, audits, asset management, and vendor negotiations**. Strong exposure to handling Gujarat region and multiple states with end-to-end administrative responsibility.

CORE SKILLS

- Branch Administration & Infra Management
 - New Branch Setup & Closure
 - Facility Management
 - Vendor & Lease Negotiation
 - Fixed Asset & Inventory Management
 - Supervise daily operations of the household.
 - Rent Agreements & Legal Compliance
 - Staff & Housekeeping Management
 - Budgeting & Expense Control
 - Household Inventory Management
 - Audit & Surprise Branch Inspections
 - Event & Training Coordination
 - Team Coordination & Stakeholder Management
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WORK EXPERIENCE

Spandana Sphoorty Financial Ltd.

Deputy Manager – State Admin (Gujarat)

September 2023 – Present

Key Responsibilities & Achievements:

- Managing all Gujarat region branches with complete admin & infrastructure responsibility
 - Conducting regular and surprise branch visits to ensure cleanliness, compliance, and asset control
 - Doing RNR activity for employee's with purchase gift like (Watch, T-shirt of company logo, Silver coins, Laptop Bag, Winter Jacket etc...
 - Hire, train, and supervise household staff (e.g., cooks, cleaners, drivers, sweepers).
 - Identifying suitable branch locations and negotiating rent and commercial terms with owners & brokers
 - Ensuring the smooth functioning of all activities & maintaining a clean organization with welcome environment.
 - Handling R&R activities including procurement of gifts and employee engagement initiatives
 - Monitoring and controlling monthly branch expenses to reduce unnecessary costs
 - Coordinating rent agreements as per company policy and ensuring timely renewals
 - Procuring office infrastructure such as furniture, CCTV, DVRs, electrical materials, and signage
 - Managing branch asset tagging, verification, and disposal (cars via Car24, Spinny, True Value, etc.)
 - Coordinating hotel bookings and logistics for conference meetings and events
 - Supporting monthly training programs for new joiners at RO office
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Satin Credit Care Network Ltd.

Assistant Manager – Regional Admin (Gujarat)

August 2022 – September 2023

- Handled end-to-end administration of Gujarat region branches
 - Maintained statutory and operational registers (courier, agreements, legal, inward-outward)
 - Managed CUG SIMs, dongles, and stationery inventory
 - Established new branch premises including site finalization and lease formalities
 - Ensured legal compliance (Shop Act licenses, rent agreements)
 - Supervised housekeeping, canteen, and vendor services
 - Purchase office related infrastructure
 - Managed utility bill payments and branch fixed assets
 - Coordinating hotel bookings and logistics for conference meetings and events
 - Conducted branch audits to verify infrastructure and assets
 - Coordinated training & motivational activities for employees
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MAS Financial Services Ltd.

Admin & Infrastructure Management (Head Office)

November 2018 – August 2022

- Managed branch across 5 states: Gujarat, Maharashtra, Rajasthan, Madhya Pradesh & Tamil Nadu
 - Negotiated leases and coordinated rent agreements as per company norms.
 - Event Planning and Coordination like Plan and coordinate family events and social gathering.
 - Arrange catering, decorations, with help of vendors and entertainment as needed.
 - Procured office infrastructure including IT assets and security systems
 - Oversee payment of household bills
 - Coordinate with external contractors for specialized services
 - Coordinate with contractors for services (Like, plumbing, electrical, air-conditioning and other appliance maintenance work, all AMC work etc).
 - Supervise household staff like cooks, cleaners, gardeners, drivers, watchman & sweepers.
 - Conducted internal audits and surprise branch inspections
 - Managed vendor coordination for utilities, repairs, scrap disposal, and supplies
 - Handled operational expenses such as rent, electricity, internet, and telecom
 - Verified statutory documents, registers, and branch compliance
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Fincare Small Finance Bank

Contact Center & Rural Banking Officer

November 2017 – November 2018

- Handled rural and semi-urban customers
 - Assisted customers with account opening, deposits, and loan products
 - Achieved sales targets for FD, CA, SA, and personal loans
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Ujjivan Small Finance Bank

Customer Relationship Officer

March 2016 – September 2017

- Managed portfolio of 800+ customers
 - Handled group loans, personal loans, and deposit products
 - Managed collections and resolved customer grievances
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EDUCATION

- **MBA** – 2022 | 64% | S.V.S.U

- **B.Com** – 2011 | 45% | Gujarat University
 - **HSC** – 2008 | 48% | Gujarat Secondary Education Board
 - **SSC** – 2006 | 54% | Gujarat Secondary Education Board
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PERSONAL DETAILS

- **Date of Birth:** 27 March 1990
 - **Marital Status:** Married
 - **Nationality:** Indian
 - **Languages:** Hindi, Gujarati, English, Marathi
 - **Hobbies:** Reading, Cricket, Internet Surfing, Travelling
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STRENGTHS

- Excellent organizational and multitasking abilities.
 - Strong negotiation and coordination skills.
 - Ability to handle confidential information with integrity.
 - Attention to detail and compliance orientation
 - Time management and punctuality
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Declaration:

I hereby declare that the above information is true and correct to the best of my knowledge.

Place: Ahmedabad

Name: Chetan D. Borgaonkar