



## Rilesh Brahmhatt

**Date of birth:** 20 Jul 1980 | **Place of birth:** Vadodara, India | **Nationality:** Indian |

**Phone number:** (+91) 9722792000 (Home) | **Email address:** [brahmhatttrilesh@gmail.com](mailto:brahmhatttrilesh@gmail.com) |

**Address:** C 273, Yoginagar Township, Near Ambika Crossing, B/h Swaminarayan Vidhyalay, Gotri, 390021, Vadodara, India (Home)

### ● ABOUT ME

To work in organization which provides scope to use my skills, abilities and creativity in achieving organizational as well as personal goal.

### ● WORK EXPERIENCE

**AM-FACILITY-ADMINISTRATION & HR ENGAGEMENT – SUNORA SOLAR** – 15 Sep 2025 – Current – SURAT, INDIA

End-to-End Office Administration  
Guest & Hospitality Management  
Workplace Hygiene & Facility Management  
Workplace Discipline & Compliance  
SOPs, Policies & Process Improvement  
Vendor & Asset Management  
Travel, Accommodation & Event Coordination  
Budget & Cost Control  
Safety, Security & Emergency Readiness  
Management Coordination

**DY. MANAGER- CORPORATE SERVICES – RELIANCE RETAIL LIMITED** – 17 Jan 2022 – 29 Aug 2025 – AHMEDABAD, INDIA

#### Weekly Hours Completed (50hrs/Week)

##### **Office Administration :**

Overseeing Office Admin, Facilities, RFID Training & Operations, Support Services, Vendor Management, Travel Arrangements, Guest House, Hotel bookings, housekeeping, cafeteria, store/inventory, courier, SAP MM Functions and backend support functions.

##### **Transportation:**

Weekly route plan & monitoring, review of hired vehicles based on occupancy, Maintenance & deployment and optimum usage of pool vehicle. Invoice verification, processing & payment updates of transport vendors. Issuing Payment Advices. Maintaining employees' requests, grievances record with roper remarks.

##### **Facility Management:**

Developing budgets & annual plans to manage facilities as per organizational needs & parameters for ensuring maintenance of facilities including infrastructure, buildings, power systems, etc. Negotiating & finalizing service agreements / quotations with reliable contractors for execution of servicing works as per budgeted parameters.

##### **Hotel Booking & Travel Ticketing:**

Hotel booking, Travel & Tickets arrangement for all employees and guest for domestic and international travel.

##### **Event Management:**

Place and theme finalization as per event, budget finalization, request for quotations, negotiation with vendors & order finalization, order confirmation, preparation of events, invitation, Post event review.

##### **MIS Reporting & Documentation:**

Generating MIS & other reports on the basis of various analysis to keep a track of all the activities of the organization. Preparing & submitting various reports to provide feedback to top management. Asset list preparation, distribution, reconciliation, procurement. 3rd party audit arrangements.

**MANAGER- OPERATIONS & FACILITIES – FINO PAYMENTS BANK** – 10 Dec 2020 – 8 Jan 2022 – AHMEDABAD, INDIA

#### Weekly Hours Completed (52hrs/Week)

All operation activity of Branches, Divisional Office, Regional Office Facilities Management, Vendor Management Equipment Maintenance and R&M work with in a TAT as well as asset purchase and asset taking  
Statutory compliance activity with local municipality and govt. authority for the fire ext., license of banking, electricity etc. of all branches

Find new infra to open new branches and finalized, DG set maintenance and activity

Monitoring all branches, DO, RO for cost saving and optimization

Final Bill checked and approved and submit to concern authority

Audit and compliance activity

Wallet account nullify of all the employee

HR Activity recruitment end to end process

**ASST. MANAGER - OPERATIONS – STANZA LIVING** – 2 Mar 2019 – 28 Feb 2020 – VADODARA, INDIA

---

### **Weekly Hours Completed (54hrs/Week)**

Managed **admin & facilities operations, budgeting & planning**, AMC contracts, manpower contracts, vendor management, travelling & admin. MIS records

Food Cost & Utilization Management, Inventory management, Account & Finance Record maintain.

Conducting and organizing employee engagement, organizational development and reward & recognition activities for creating a culture of belongingness and ownership amongst the employees

Facilitating the **arrangement of staff travel, transportation, accommodation** and reimbursements

Supervised **Operation works for 7 property including 1550 beds** across Gujarat

Monitoring Security Surveillance System and providing real time support to Company.

Handling a team of 10 Property Managers and 50+ team members

Currently looking for 5 Residences and 1278 Beds and More than 600 rooms Across Gujarat

### **Projects Managed :**

**Worked on 50,578 Sq. ft. area building project** covering categories civil & interior works @ Anand, Vadodara

**AREA LEAD - CORPORATE SERVICES – RELIANCE JIO INFOCOMM LTD.** – 16 Nov 2015 – 28 Feb 2019 – VADODARA, INDIA

---

Organize and take up HOTO procedure once to be done by planning, strategy and construction team and taking charge for full fledged operational or functional work in keeping view of JCM, WHM/DCM/Staff.

Directing **general affairs** including HR, administration, security, safety, utility and performing audits.

Addressing **IR issues and maintaining healthy relations** with a key focus on employee connects, grievances, ethics, integrity, employee discipline & labor legal issues.

Creatively handling causal, internal, external and co-ex staff in respect of their work analyses with better prosperity to be made work early.

Handling frequency of readiness data of all locations in view of channelizes work in day to day basis with standard procedure.

Maintaining creative atmosphere, less pressurize and manageable work, effective co-ordination, prompt support and active workability to achieve vision of success.

**Driving administrative activities** like maintenance of office equipment, transport, travel desk, housekeeping & maintenance of office and record keeping of office stationery including various formats

**Supervising staff welfare mess, pantry, canteen** for staff and labor; ensuring compliance with the Service Level Agreements by the vendors.

**Monitoring inventory & procurement** in the desired time frame and negotiating with & finalizing service agreements with reliable contractors for execution of servicing works as per budgeted parameters

Keep to ensure service aspects should be well maintained for the best level of initializing, handling and prioritize all work with positive completion and satisfactory.

Personally indulging to reduce and measure company cost and expenses for all centers

Ensuring that the drivers are motivated well and performing their duties without any issues

SAP Exposure (FICO) - PR, PO, FO, RO, Asset Code- for valuables, equipment and general materials which will be utilized for operational work at all JCs, DCs, WHs and Office and maintaining with complete track record for this.

Maintain all database of each and every JC's , WH, DC's and Corporate offices. Working as support functions for Business, SCM and rest all area to develop and explore their upcoming requirement. All MIS to be updated on daily basis for crystal comfort and smooth co-ordination.

**Devising & deploying strategies, SOPs, functional policies and CAPEX / OPEX** budget for efficient operations

To monitor and reviewing of all Area Offices, JCs, Ware House and DC's requirement to establish and set up with complete crucial infrastructures , SOP(in and out bound) process and resolve all queries, deviations from beginning to till end.

Overall in charge of South Gujarat Cluster for Facility Management includes Vehicle movement of R4G Offices , JIO Center and Distribution Centers.

Invoices to be received as per weekly tracker basis and the same to be processed within a week on post receipt of invoices with the SOPs.

### **Projects Managed:**

Invoices to be received as per weekly tracker basis and the same to be processed within a week on post receipt of invoices with the SOPs.

Executed **2.10 lakh sq. ft. area building project** covering categories civil & interior, modular furniture, HVAC, low side electrical, fire safety & BMS System, access control system

**Setup of 69 real estate projects** across Gujarat starting from 500 Sq. ft. to 15500Sq. ft. for Reliance JIO.

**SR. EXECUTIVE - ADMINISTRATION(VADODARA CLUSTER) – AIRCEL LIMITED** – 18 Oct 2010 – 9 Nov 2015 – VADODARA, INDIA

Active part of Aircel Gujarat Launch & had ensure smooth rollout of services in market, deployment & implementation of all Operations processes and Responsible for process.

Vendor Management Negotiating & Scrutiny of Vendors, monitor Operations by working with the commercial team of processes and activities, based on field visits and audits, coordinating for Circle AMCs, and track circle compliances. Logistics & Claims process as per Admin Policy, operationally & Implement actions to improve all MIS Reporting. Continuously monitor and report top line growth performance team, category / Location/ Site analysis, for various aspects.

Preparing monthly Circle Operations/Admin Report, statutory Compliance & Licenses Renewals at Circle Level.

Circle level various data analysis for Evaluation, Review and Presentation, Planning Exercise & Budget Exercise

Overhead Budgeting of OPEX & CAPEX sanctions, Control of Electricity, Stationery, Water Elc. In Office

Security Service, Housekeeping Management, Canteen Management, Attendance Management, Leave, Salary, Bonus Calculations.

All kind of License Required,

**SALES & CUSTOMER SUPPORT EXECUTIVE – TATA INDICOM (VSNL)** – 8 Dec 2003 – 9 Oct 2010 – AHMEDABAD, INDIA

Active part of VSNL Gujarat Launch& had ensuresmooth rollout of services in market.

Responsible for retailer mapping & configuration in System (E- Top up).

Responsible for overall Revenue& Marketing Related MIS for Circle.

Responsible for Vanity Numbers booking & releasing for activation.

Handling a technical system issues of Customers, Retail & for Circle.

Handling technical issues of Customers & Retailers for Circle.

Co-ordinate with IN for configure of New Scheme for Customers.

Resolving queries of sales team over a phone, email & Group SMS to make their sale confirm itself on field.

Responsible overall branding related works. (To raise Purchase Request& follow up with commercial team for vender, billing & payment of venders).

## ● EDUCATION AND TRAINING

12 JUN 1998 – 7 APR 2003 Vadodara, India

**BACHELOR OF COMMERCE** M.S.University, Vadodara

Website <https://msubaroda.ac.in/>

16 JUN 1997 – 7 APR 1998 Vadodara, India

**H.S.C.** GHSEB

Website <https://www.gseb.org/>

12 JUN 1995 – 25 MAR 1996 Vadodara, India

**S.S.C.** GSEB

Website [https://www.gseb.org](https://www.gseb.org/)

## ● LANGUAGE SKILLS

Mother tongue(s): **GUJARATI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	C2	C2	C2	C2	C2

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C2	A2	A2	C2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● SKILLS

Microsoft Office | Microsoft Word | Social Media | Outlook | Motivated | Team-work oriented | Decision-making | Zoom | LinkedIn | Google Docs | Written and Verbal skills | Skype | Good listener and communicator | Organizational and planning skills | Time management, Analytical thinking, Strategic planning, Self-motivation, Attention to detail