



Sampat Ishwarraj Pillai

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OBJECTIVE

Senior level assignments with a reputed organization, with key focus on Planning & Management, Facilities and General Administration, Human Resource Operations, EHS among others.

BRIEF OVERVIEW

A dynamic professional with 35+ years of rich work experience in General Administration, Facility Management, Logistic Operations, Human Resource and Operations Management. A strategic planner and an astute leader, having exceptional man-management skills with the ability to motivate and strengthen staff under adverse situations with developed competency in comprehensive planning and monitoring of all the administrative activities at the Corporate Head Offices and Factory locations.

Further, possesses a strong ability to evaluate and master extreme situations quickly and take remedial actions with minimal downtime and costs. Adept in supervising day to day activities in co-ordination with various other departments ensuring smooth business operations. Professional in supporting and sustaining a positive work environment that fosters team spirits and performances, backed by strong communication & relationship management. Competency to complete the given assignment without compromising on the quality under any circumstances using a combination of organizational and presentation skills. Deft in overseeing the HR processes including human resource planning, welfare and general administration. By virtue of being proactive and innovative, endowed with team management skills, have developed the ability to relate with people across all hierarchical levels in the organization.

AREAS OF EXPERTISE

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| ▪ General Office Administration | ▪ Facility Management & Bldg. Maintenance; both Technical and Soft Services |
| ▪ Vendor & Contract Management related to AMC contracts | ▪ Fleet Management – Procurement and Maintenance |
| ▪ Asset & Real Estate Management – Renovations and Maintenance | ▪ Budgeting – Preparation and Allocation |
| ▪ Reporting Systems | ▪ Supply Chain & Sourcing Management |
| ▪ SOP/Process Management | ▪ ISO Audit & Compliance Management |
| ▪ Hospitality Services related to: accommodations, guest houses, hotels and service apartments among others | ▪ EHS Management |
| ▪ Public Relations & Liasioning Activities with various Govt. Authorities | ▪ Infrastructure Development Management |
| | ▪ Risk Assessment & Crisis Management |
| | ▪ Event Management |

MAJOR ACADEMIC CREDENTIALS

Sr.No.	Level	Degree	University	Year of Passing
1)	Doctorate	Doctor of Philosophy- PhD in Commerce	Sabarmati University, Ahmedabad, Gujarat (Earlier Calorx Teachers' University)	2019
2)	Diploma- Others	Advance Diploma	Licentiate Examination from Insurance Institute of India, Mumbai	2014
3)	Post-Graduation: Professional	Executive MBA (E-MBA)	Sasmira's Institute of Management & Research, Mumbai	2013
4)	Post-Graduation: Professional	MBA (Human Resources)	Eastern Institute for Integrated Learning in Management (EIIILM), Sikkim	2012

ORGANISATIONAL EXPERIENCE (35+ YEARS)

Possess a myriad and rich work experience of about 35+ years; at various entities as under:

➤ **Sri Shanmukhananda Charitable Trust & Medical Healthcare Centre Sion, Mumbai – 1.3 yrs: July 2022 till September 2023**

Sri Shanmukhananda Charitable Trust has two sub-entities, namely the Shamnukhananda Auditorium having a capacity of about 2800 seatings and The Medical Healthcare Centre which houses the Eye-care and the Dialysis Centre comprising 45 Beds.

Designated as General Manager – Infrastructure & Auditoria, I was in charge of managing the overall infrastructure and maintenance of both the buildings. Was instrumental in procuring the NOC from BMC for conversion from commercial to medical which enabled the Management to shift the eye-care and dialysis operations at the new building thus collating all medical operations at one building. Helped in renovating 2 floors in quick time for smooth transition of the workforce. Profile included the following to:

- General Office Administration
- Facility Management & Bldg. Maintenance; both Technical and Soft Services
- Vendors & Contract Management
- Renovations and Maintenance of both the properties
- Auditoria & Event Management (Total of 3 Auditoriums – rental/leasing)
- Statutory Compliances & EHS Coordination
- Budgeting – Preparation and Allocation
- Public Relations & Liasioning Activities with various Govt. Authorities

Reporting to: The Board of Trustees comprising:

Dr. V. Shankar – President

Dr. N.S. Sunder Rajan – Vice Chairman

➤ **CG Power And Industrial Solutions Limited Worli, Mumbai – 16.2 yrs: January 2006 till March 2022**

CG Power and Industrial Solutions Limited, formerly known as **Crompton Greaves Limited**, is an Indian multinational company engaged in design, manufacturing, and marketing of products related to power generation, transmission, and distribution, Industrial and other Consumer products. The HO is based in Worli, Mumbai and is now a part of the Murugappa Group, Chennai.

Designated as Head – Corporate Administration, I was in charge of managing the overall administration at the head office with a task-force of 55 nos and 5 direct reportees, with specific role pertaining to:

- General Office Administration
- Facility Management & Bldg. Maintenance; both Technical and Soft Services
- Vendors & Contract Management related to AMC contracts
- Asset & Real Estate Management – Renovations and Maintenance
- Business Centre Management (Office space leasing)
- Statutory Compliances & EHS Coordination
- Fleet Management – Procurement and Maintenance
- Budgeting – Preparation and Allocation
- Hospitality Services related to: accommodations, guest houses, hotels and service apartments
- Event Management
- Public Relations & Liaisoning Activities with various Govt. Authorities

Reporting to: Mr. Aniruddha Khekale – EVP –HR & EHS

Mr. N. Srinivasan – Managing Director

***AWARDS & ACHIEVEMENTS**

- ❖ **Certificate of Excellence – 2020** : *For identifying and managing the new office layout, modifications, various facilities and support for shifting of about 150+ staff from factory location to the Corporate HO within 1 month.*
- ❖ **Annual Awards – Award for Excellence – 2017-18-19** : *Re-initiating the CG Business Centre at Worli HO under tiring and adverse circumstances and generating revenue for the Organization to the tune of appx. **INR 8.75Crs pa** in rentals and reimbursements of appx. **INR 1.72Crs pa**.*
- ❖ **Annual Awards – Best Performer - 2016-17** : *For Smooth functioning with a small team and optimizing costs. Handling and addressing majority of the Corp Admn related issues and yet find time to interact with people at all levels with much ease.*
- ❖ **Annual Awards – Dream Team (Corp Admn & IT) - 2014-15** : *Key member of Corp Admn Team, helped in mobilizing a lot of properties for selection. Organizing comparative proposals in quick time to ensure faster decision for implementation. Worked with the other cross functional team comprising Corp IT to bring services at the new location at Equinox-BKC-Mumbai, in place within 1 month. Was a key member in supporting relocation of the Consumer Division to Equinox-BKC-Mumbai.*
- ❖ **Annual Awards – Dream Team (Corp Admn & Legal) - 2014-15** : *Under the aegis of the CFO, a scheme for rationalization of Company's Assets was launched under Project DIVESTMENT in early April, 2014 by the Management to unlock and divest all Non-Performing Assets (NPAs). The Corp Admn Team alongwith the Legal Team, quickly geared up to the occasion for a time-bound closure. Based on efficient team work and in accordance with due process of the law, as many as 16 of Company's NPAs were identified and the same were divested for a whopping sum of **INR 408 Crs**. The Cross Functional Team worked tirelessly to achieve this time-bound goal for the Company by liaisoning with various authorities, consultants and complying with the conditions precedent for Sale.*
- ❖ *In addition, played a key role in the Kanjurmarg Factory Sale - Phase-3 land deal closure alongwith the Legal Dept. which hitherto was heading for a dead-lock due to non-compliance. Ensured that all conditions precedent to the sale of the Phase-3 land was met with in due course which helped the New Management (Murugappa Group) to close the said deal and thereby releasing the sale revenue of about **INR 382 Crs**.*

➤ **SPA Consultants Pvt. Ltd. (SPA) Fort, Mumbai – 7.7yrs: July 1998 till January 2006**

SPA Consultants are engaged in civil and structural engineering designing of a wide variety of projects such as Industrial, Marine and Hydraulic Structures, Bridges, Elevated Viaducts for flyovers, railways and metro rail and a variety of architectural projects such as Residential Apartments, Commercial Buildings, Hospitals, Educational Institutions, Information Technology Parks among others.

Designated as Manager – Administration, I was in charge of managing the overall administration at the head office with a task-force of 15 nos, with specific role pertaining to:

- General Office Administration
- Facility Management & Office Maintenance
- Purchases and Vendors Management, Inventory & Stock
- Evaluation, preparation & submission of tender documents, pre-qualification bids and BOQs
- Preparation & submission of Bills and Collections thereon
- Statutory Compliances, Insurances, Indemnities & Performance Guarantees
- Fleet Management – Procurement and Maintenance
- Budgeting – Preparation and Allocation
- Hospitality Services related to: hotels and service apartments among others
- Handling Court Cases & Arbitrations
- Public Relations & Liaisoning Activities with various Govt. Authorities

Further, my HR activities at SPA was as under:

- Induction & training of new employees
- Framing of new HR policies, reviewing old ones and suggesting changes thereon
- Identifying training needs and arranging programmes in accordance with the requirements
- Performance Planning, Evaluations & Appraisals
- Workforce planning for site locations
- Benefits Management
- Personnel Records Management

Reporting to: Mr. Ram Vaswani – Managing Director

Dr. V V Nori – Chairman & Senior Associate

*** AWARDS & ACHIEVEMENTS**

- ❖ *Was instrumental in introducing the first formal ‘Performance Evaluation & Appraisal System’ for all the staff; first time in 45yrs of the company formation.*
- ❖ *Introduced the system of ‘Work Schedule’ which served as a log book giving details of the assignments carried out by the staff.*
- ❖ *Appreciated for the compilation of the firm’s projects for the last 45yrs under various categories and converting the same into presentation materials.*
- ❖ *Was a Key Team Member, instrumental in compilation and projection of the Firm’s first website.*

➤ **Artintel Automation Pvt. Ltd. Chembur, Mumbai – 6.10yrs: September 1991 till June 1998**

The erstwhile Artintel Group was engaged in the field of Computer Education, Training & Consultancy, Software Development, Sales and Services of Computers and its allied equipments, Digitization, Automation & Business Solutions among others. The Artintel's School Projects Division was engaged in imparting quality computer education in more than 150+ schools & colleges all over India.

Joined as an Associate Executive and quickly rose to the position of General Manager-School Projects Division, managing about 150+ schools & colleges all over India. Handled the School Projects Division with a task-force of more than 250+ Instructors and direct reportees of 15 Area Coordinators and the administrative section, with specific role pertaining to:

- Training, Consultancy & Manpower Development
- Vendors & Contract Management
- Statutory Compliances
- Budgeting – Preparation and allocation
- HR activities related to induction, training, performance appraisals among others
- Public Relations & Liasioning Activities with various Govt. Authorities

In addition to the above, the following Departmental Heads were reporting to me at various levels and contributed to our growth:

- Personnel Manager, HR & Recruitments
- Accounts Manager, School Projects
- Manager, Logistics & Support
- Manager, Software Division
- Service Manager, Maintenance

Reporting to: Ms. Chandrika Vishwanathan – Director-Finance & Administration
Mr. Dinakar Nair – CEO & Managing Director

***AWARDS & ACHIEVEMENTS**

- ❖ *Was awarded with a Gold Pendant for being the **'Most Versatile Executive'** for two consecutive years 1996 and 1997.*
- ❖ *The Operations Dept. under my supervision was also awarded as the **'Best Dept.'** amongst all for the year 1996 and 1997. (This wouldn't have been possible without the excellent support received from my team and colleagues).*
- ❖ *Developed the entire **'Manual'** covering various aspects for the School Projects Division.*
- ❖ *Developed the documentation on **'Job Profile & Job Description'** for all the School Instructors, Area Coordinators and Managers of various Dept.*
- ❖ *Developed and enhanced the reports **'Lesson Plan, Day-wise and Class-wise'** which served as the log books for the Computer Instructors.*
- ❖ *Developed and enhanced the **'School Inspection Report'** which served as the inspection log book for Area Coordinators visiting Schools for inspections and also helped in performance evaluations.*
- ❖ *Developed the handbook on **'Rules & Regulation'** for the School Projects Division and the Operations Dept.*
- ❖ *Formulated the **'Field Assessment Form and Daily Call Report'** alongwith the Marketing dept. which helped in checking the field performance of the marketing staff.*
- ❖ *Initiated the idea of **'Interactive Mock Sessions & Computer Related Activities'** which enhanced the productivity and enthusiasm of the Instructors.*

➤ **Informatics Computer Systems (ICS) Fort, Mumbai – 1.5yrs: April 1990 till August 1991**

ICS were the pioneers in the field of Computer Education programmes in School & Colleges, Sales and Services of Computers and were active in more than 300+ schools with 900+ staff all over India.

Joined as a Computer Instructor and was elevated as Territory In-charge managing the Prabhadevi Branch with specific role pertaining to:

- Training and Hands-on Practicals
- Syllabus & Content Preparation
- Budgeting – Preparation and allocation
- HR activities related to induction, training, performance appraisals among others
- Public Relations & Liaisoning Activities with various Govt. Authorities
- Statutory Compliances

Further my stint at ICS took me to various schools for the initial organizing and implementation of the computer education programmes and had the opportunity to interact with a lot of prestigious Institutions in Mumbai and other parts of Maharashtra.

Reporting to: Mr. Vimal Kumar – Branch Manager
Mr. Chandan Sinha – Regional Manager

➤ **Little Angels' Junior College of Commerce Santacruz, Mumbai – 1.2yrs: February 1989 till March 1990**

Joined as a Lecturer in Commerce & Economics and additionally handling:

- College Admissions
- Syllabus & Content Preparation
- Statutory Compliances related to the College Section

Reporting to: Mr. Pandey – Principal
Mr. Shetty – Director

➤ **The Ripon Industries, Byculla Mumbai – 3.1yrs: January 1986 till January 1989**

The Ripon Industries was engaged in the manufacturing and engineering of automobile spares, coach-building of heavy vehicles with many of the clients being Govt & Semi-Govt Agencies.

Joined as an Assistant Officer handling the following:

- Facility Management & Workshop Maintenance
- Vendors & Contract Management
- Preparation & submission of Tender documents and BOQs
- Preparation & submission of Bills and collections thereon
- Statutory Compliances
- Public Relations & Liaisoning Activities with various Govt. Authorities

Reporting to: Ms. Bridget Martis – Administrator
Mr. Anwar Panjwani – Proprietor

TRAINING & WORKSHOPS ATTENDED

- *Pride Manager Workshop-2017
- *High Impact Presentation & Business Communication-2017
- *Seven Habits of Highly Effective People-2015
- *Outbound Leadership & Team Building-2014
- *Effective Negotiations-2013
- *Contract Management-2013

PERSONAL DETAILS

Date of Birth : 12th August 1966
Address : A/804, Kesar Ashish, Near Vasant Complex, Off New Link Road, Kandivli West, Mumbai-400067

SOME REFERENCES

- Mr. SM Trehan - Ex-Vice Chairman - Crompton Greaves Limited - 9820122241
- Mr. KK Nohria - Ex-CEO & MD Crompton Greaves Limited - 9820282088
- Mr. Lloyd Pinto - Ex-EVP-HR&EHS CG Power & Industrial Solutions Limited - 9820414321
- Mr. Aniruddha Khekale –EVP–HR & EHS CG Power & Industrial Solutions Limited - 9930966164
- Mr. Yeshwant Rege President-Business Dev Crompton Greaves Consumer Electrical Ltd. – 9821052103
- Mr. Sudipto Sarkar – President – Corporate Administration – Aditya Birla Group - 9702077700
- Mr. Vikramjit Debnath – Head – Corporate Administration – Aditya Birla Group – 9702744447
- Mr. Lavesha Mola - Director Finance - Jupiter Money – 9833096266
- Mr. Kapil Gaur- Head Legal CG Power & Industrial Solutions Limited 9920413637
- Ms. Greta Shaikh - Vice President Axis Capital Limited-9322251622
- Mr. Anish Shah - Director Swastik Systems Pvt. Ltd. - 8369640030
- Mr. GR Shaikh - Consultant-IT Jay Instruments & Systems – 9167781713
- Mr. Anand Dhandhanian - Director Sovereign Properties – 9867587279
- Mr. S. Gopalkrishnan - Director In&Out Advertising Pvt. Ltd. 9819953333