

DILIP JADHAV

Current Location: Mumbai, Virar (W) 401303

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+91 9819748055 / 8369026098



Mgmt. Profile: (Real Estate/Hotel/Shipping)

Senior **professional with over 22 years of experience in general administration, PR & industrial relations across diverse roles in the organizational hierarchy.**

Distinguished for effectively resolving labor disputes, safety supervision, Security management & land acquisition cases, across professional career; exploring challenging assignments with a professionally managed organization.

EXPERTISE IN

- Strategy Planning & Implementation
- PR Management
- Business Development
- Project safety management skills and implementation
- Project Security control management
- Contract Negotiations
- Resource Optimization
- Budgeting & Cost Control
- Continuous Service Improvement
- Liaison & Coordination
- Office Administration
- Documentation & Reporting
- Customer Service Delivery
- Client Relationship Management
- Team Leadership
- Ability to handle Civic matters
- Strong experience in handling Labor Grievances on site and settlements.

LEADERSHIP STRENGTHS & HIGHLIGHTS

- ❑ Proven ability in enhancing corporate brand image by organizing various relationship building campaigns and developing rapport with key decision makers across major government and administrative departments
- ❑ Demonstrated ability in managing teams to work in sync with the company set parameters & motivating them for achieving business and individual goals. Participate in meetings for resolving reported issues and ensure updated policies and procedures across various business units
- ❑ Highly organized and client-focused, having outstanding skills in interacting with clients, understanding their requirements and accordingly devising customized solutions, thereby maintaining complete client satisfaction
- ❑ Visionary & decisive leader, noted for sound, practical management style and excellent organization, communication, presentation & interpersonal skills; Proven ability to lead and motivate large cross-functional to maximize productivity

Proven ability to handle project Safety and Security majors to safeguard project from fatal accidents and related issues.

PROFESSIONAL EXPERIENCE

Lodha Group of Companies

2006 –2017

Dy. Executive

Accomplishments:

- Successfully resolved SIMPLEX WOOLEN MILLS labor settlement issues by building & maintaining relations with SIMPLEX Union/Labor Leaders
- Negotiated & settled tenants within allocated budget during land acquisition process
- Successfully handled the responsibility of project safety supervision and implementation as per company management directives, to protect site from fatalities.
- Played a part as Civic / security in charge as per company directives and brought out results for Company Operations / Project tasks / Operational major tasks.

Key Profile:

- Involved in end to end management of civic matters related to 'LODHA AQUA' Dahisar Project aimed at maintaining seamless operations
- Played important role while maintaining safety/ Security on site, and protected site from fatalities. Successfully maintained safety supervision and implementation related to site safety /Security.
- Conducted periodic visits across sites like Dahisar, Mira Road, Kanjurmarg, Sayani Road, Bhandoop and Andheri on senior management directives to supervise site related issues like encroachment/forthcoming, strategized effective plans which brought out positive long-lasting results
- Developed & maintained productive business relationship with local political figures for ensuring effective resolution of external issues
- Functioned as "Site Civic in charge" involved in resolving site civic related issues in coordination with local residents, political leaders & Mathadies by providing successful solutions keeping in mind about present & future situations
- Interacted with the local police station, Govt. & the municipality (municipal) body for effective resolution of statutory orders based on business and operational requirements
- Represented the organization in the Labor Commissioner office Thane as well as Labor Court Thane for effectively resolving labor disputes
- Assisted the section manager in maintaining various deadlines & schedules and render various supporting documents based on business as well as operational requirements
- Focused on enhancing operational efficiency by simplifying & streamlining day to day operations. Assisted the management in preparing & maintaining annual section budget
- Enhanced employee satisfaction by effectively resolving reported issues. Managed office correspondence and convene based on business and operational requirements
- Maintained regular interaction with external suppliers of manpower, car Rental Company, workshops and other service providers for maintaining seamless operations
- Prepared & presented various status reports for the senior management and other stakeholders to enable effective decision making.

Current CTC – 5, 29,000/- PA

Salary aspect - Negotiable

PREVIOUS ASSIGNMENTS

Asst. Manager | **Good Luck School**

1998 –2006

Asst. Manager | **Bharat School**

1993 –1998

ACADEMICS

- **B Com (Business Management)**, Bundelkhand University (2011)

PROFESSIONAL ENHANCEMENT

- Business Development Training
- Fire & Safety Workshop
- Obtained Certificates related to safety -Offshore Oil & Gas Safety- 1 & 2 (OSHA)
- Professionalism at work
- Can handle correspondence independently
- Computer literate having knowledge of MS WORD, MS EXEL etc.

PERSONAL DETAILS

- **Date of Birth** : 22nd November 1975
- **Languages:** : English, Hindi, Marathi and Gujarati
- **Address** : Bldg. no. 20, Flat no. 304, Kosi West End CHS Ltd, Unitech, Nr. St Xavier School, Virar (W)
- **Nationality** : Indian
- **Passport Details** : R4099153 valid till 2027
- **Driving License No** : MH-01 20090026600 ; Valid up to 20th June 2017

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