

KALPAK NIRBHAWANE

Senior Administration & Operations Professional | 17+ Years of Experience | Office Operations | Commercial Coordination | Vendor Management

 nirbhawanekalpak@gmail.com

 +91 7499179665

 Nashik, Maharashtra, India | Open to Pune, Mumbai, Nashik & Remote Work

 linkedin.com/in/kalpaknirbhawane/

 kalpaknirbhawane.in

PROFESSIONAL PROFILE

Senior Administration & Operations Professional with 17+ years of experience supporting office, project, site and business operations across infrastructure, EPC, construction and Oil & Gas environments. Experienced in administration, project coordination, business operations, vendor management, logistics, documentation control, workforce coordination, commercial administration and stakeholder coordination. Proven ability to manage multiple operational workflows, coordinate vendors and project teams, maintain accurate documentation and MIS reporting, and ensure timely completion of business and project requirements. Proficient in NetSuite ERP, Microsoft Excel, digital documentation and AI productivity tools, with a practical, organized and process-focused approach to cross-functional operations.

KEY ADMINISTRATION & OPERATIONS IMPACT

17+ Years: Experience supporting administration, operations and project/site requirements across infrastructure and business environments, coordinating people, vendors, logistics, documentation and day-to-day operational activities.

100+ Vendors: Managed relationships with 100+ active vendors and coordinated approximately 20–40 Purchase Orders per month, including quotations, commercial documentation, procurement follow-up and material coordination.

Commercial & Financial Administration: Supported high-volume commercial and financial administration, including verification of 100+ vendor invoices per month and coordination of approximately ₹5–6 crore in monthly vendor payments through NetSuite ERP.

Workforce & Stakeholder Coordination: Coordinated administrative requirements for 67 contract personnel and a 7-member cross-functional team, including attendance, workforce records, onboarding coordination and operational follow-up.

Project & Site Administration: Supported administration and operational coordination across infrastructure and EPC project environments involving project values of approximately ₹50–200+ crore, covering documentation, logistics, procurement, vendors and statutory requirements.

CORE ADMINISTRATION EXPERTISE

Administration & Operations: Office & Site Administration | Business Operations | Project Administration | Day-to-Day Operations | Facilities Coordination | Administrative Coordination | Workforce Administration | Scheduling | MIS & Reporting

Operations & Project Coordination: Operational Coordination | Project Documentation | Logistics Coordination | Material Movement | Equipment & Asset Coordination | Inward/Outward Records | GRN Reconciliation | Operational Follow-Up

Vendor & Procurement Administration: Vendor Management | Vendor Coordination | Procurement Coordination | Purchase Orders | Quotations & Rate Comparison | Supplier Coordination | Commercial Documentation | Material Requisitions | Vendor Follow-Up

Documentation & Process Management: Documentation & Records Management | Digital Document Control | SOP Development | Workflow Management | Process Improvement | Compliance Documentation | Data & Record Accuracy | Issue Resolution

Commercial & Financial Administration: Accounts Payable Support | Invoice Verification | Contractor Billing | RA Bill Verification | Payment Documentation | Payment Reconciliation | Petty Cash | GST/TDS Documentation

Stakeholder & Workforce Coordination: Employee & Contractor Coordination | Attendance & Workforce Records | Internal Stakeholder Coordination | Government & External Agency Coordination | Cross-Functional Coordination

PROFESSIONAL EXPERIENCE

Senior Officer – Accounts & Administration, SOPAN O&M COMPANY PVT LTD

Oct 2022 – Present
Pune, Maharashtra,
India

- Manage day-to-day office and site administration, including facilities, guest house operations, travel arrangements, vehicle fleet, office assets and general administrative requirements.
- Coordinate administrative activities for 67 contract personnel and a 7-member cross-functional team, including attendance, workforce records and operational follow-up.
- Coordinate with 100+ active vendors for vendor documentation, quotations, commercial requirements, negotiations, purchase orders and service/material follow-up.
- Coordinate 20–40 Purchase Orders per month, including purchase requirements, approvals, documentation and vendor follow-up.
- Manage project/site logistics including inward/outward material records, equipment movement, site supplies, dispatch documentation and GRN reconciliation.
- Develop and maintain Excel-based dashboards, MIS reports and Daily Progress Reporting (DPR) systems to provide management with operational visibility.
- Establish and maintain centralized Google Drive documentation and digital records, improving document control, accessibility and compliance tracking.
- Coordinate with government authorities, external agencies and statutory stakeholders for required administrative and regulatory documentation.
- Support Accounts Payable and commercial administration, including verification of 100+ vendor invoices per month, contractor billing, RA Bill verification and payment documentation.
- Coordinate approximately ₹5–6 crore in monthly vendor payments through NetSuite ERP, ensuring supporting documentation, accuracy and timely follow-up.
- Coordinate invoice, payment and documentation discrepancies with vendors, Head Office and internal stakeholders to support timely resolution and closure.
- Maintain GST/TDS-related documentation, project financial records and supporting administrative/commercial records.
- Managed guest house and canteen operations, including staff accommodation, meal services, housekeeping, vendor coordination and day-to-day facility requirements; handled travel desk activities and accommodation arrangements for employees and VIP delegates.
- Coordinated staff and VIP delegate travel, transportation and vehicle deployment, including vehicle scheduling, maintenance, servicing, documentation and coordination with drivers and transport vendors to ensure smooth operations.

Operations & Administrative Lead, KRUTIKA ENTERPRISES

Jul 2020 – Oct 2022
NASHIK,
MAHARASHTRA

- Led site administration and day-to-day operational coordination for major highway construction packages, maintaining statutory documentation, labour records and operational reports.
- Coordinated administrative requirements across multiple subcontractor units, suppliers and project stakeholders, ensuring timely communication, documentation and follow-up.
- Managed site logistics, heavy machinery movement, fleet tracking and worker accommodation to support continuous project operations.
- Coordinated local vendor sourcing and procurement, including material requisitions, quotations, supplier documentation, commercial negotiations and purchase follow-up.
- Coordinated with subcontractors, suppliers and internal stakeholders to resolve pending requirements relating to materials, services, documentation and approvals.
- Prepared and maintained client RA bills, contractor statements, machinery expense records and weekly ledger reconciliations to support accurate commercial administration.

- Maintained accurate and organized administrative, commercial and project records for operational tracking and follow-up.
- Prepared periodic MIS and operational reports covering project activities, expenses, billing and administrative requirements.
- Administered employee accommodation, guest house and canteen services, coordinating room allocation, catering, housekeeping and related facility support; facilitated domestic travel and stay arrangements for staff and VIP delegates.
- Organized daily transportation requirements through the travel desk, including vehicle allocation, driver coordination, route planning, servicing and maintenance follow-up, along with travel logistics for visiting VIP delegates.

Operations & Support Lead, DATTATRAY CONSTRUCTION

Oct 2012 – Mar 2020
NASHIK,
MAHARASHTRA

- Managed office and project administration, coordinating day-to-day administrative requirements and supporting smooth project operations.
- Coordinated with contractors, vendors and internal stakeholders for project requirements, documentation, materials and operational follow-up.
- Managed procurement administration, including vendor coordination, material requirements, purchase documentation and follow-up.
- Maintained material registers, inward/outward records and project documentation to support operational control and accurate record keeping.
- Coordinated vendor invoices, billing documentation and payment records, ensuring supporting documents were maintained and pending matters were followed up.
- Managed petty cash administration, maintaining expense records and supporting documentation.
- Maintained rate comparison sheets, material requisition records and procurement tracking information for project requirements.
- Supported project management through documentation, correspondence, coordination, reporting and tracking of operational requirements.
- Maintained regular communication with vendors, contractors and project stakeholders to resolve administrative and operational requirements within agreed timelines.
- Oversaw guest house and canteen facilities, ensuring employee accommodation, catering, housekeeping and related service requirements were properly coordinated; arranged lodging and travel logistics for staff and VIP delegates.
- Handled the travel and transport desk, coordinating employee/VIP movements, vehicle deployment, servicing and maintenance schedules, documentation, and liaison with drivers and external transport service providers.

EARLIER PROFESSIONAL EXPERIENCE

CITADEL ARCHITECTURAL SOLUTION PVT. LTD., Executive Administration

Sept 2011 – Sept 2012
Mumbai, Maharashtra

- Managed day-to-day office administration, documentation, filing and management support.
- Coordinated travel arrangements, schedules, logistics and official correspondence.
- Coordinated with vendors and service providers on administrative requirements, documentation and follow-up.
- Maintained organized administrative and commercial records and supported timely completion of pending requirements.

RNA CORP PVT. LTD., Administration Officer

Apr 2011 – Aug 2011
Mumbai, Maharashtra

- Managed front-office administration, facilities coordination and staff attendance records.
- Coordinated vendor documentation, local procurement and administrative requirements.
- Maintained petty cash, dispatch records, correspondence and office documentation.
- Coordinated with staff, vendors and stakeholders to support smooth day-to-day operations.

CMS TRAFFIC SYSTEM LTD., Logistics Assistant

Nov 2008 – Apr 2011
Mumbai, Maharashtra

- Coordinated logistics, material dispatch and inventory documentation.
- Maintained inward/outward material registers, courier tracking and related records.

- Coordinated travel bookings, stationery procurement and administrative requirements.
- Maintained attendance, employee documentation and administrative expense records.

LIVEWEL AVIATION SERVICE, *Customer Service Assistant*

Nov 2006 – Dec 2007

- Handled passenger service operations and flight documentation in a time-sensitive environment.
- Coordinated passenger queries and baggage-related support activities.

MAJOR PROJECT ENVIRONMENTS – ADMINISTRATION & OPERATIONS

- ONGC Borholla Gas Gathering Station (GGS), Assam — ₹200+ Cr EPC Project | Site Administration & Operations
- IndianOil Petronas Pvt Ltd (IPPL), Haldia — ₹50+ Cr Cooling Tower Project | Site Administration & Operations
- IOCL Refinery Expansion, Paradip, Odisha — EPC Project | Administration & Operational Coordination
- MSRDC Samruddhi Mahamarg (Package 11), Maharashtra — Civil Infrastructure Project | Site Administration & Operations

ADMINISTRATION SYSTEMS & DIGITAL TOOLS

- **ERP & Business Systems:** NetSuite ERP | Zing HR | MTeamz | Fieldz
- **Office & Reporting:** Microsoft Excel | Microsoft Word | Microsoft PowerPoint | MIS Reporting | Excel Dashboards | Data Tracking
- **Google Workspace & Digital Documentation:** Google Drive | Digital Document Management | Cloud-Based Records | Collaborative Workflows | Document Control
- **Digital & Process Capabilities:** ChatGPT | Google Gemini | LMnote AI | AI-Assisted Documentation | Workflow Support

QUALIFICATION

BACHELOR IN BUSINESS ADMINISTRATION,
SCHOLAR INSTITUTE OF MANAGEMENT AND TECHNOLOGY

2009
NEW DELHI, INDIA

HIGHER SECONDARY CERTIFICATE,
S.I.E.S COLLEGE OF ARTS AND SCIENCE, STATE BOARD OF MAHARASHTRA

2005
MUMBAI, INDIA

SECONDARY SCHOOL CERTIFICATE,
S.I.E.S HIGH SCHOOL, STATE BOARD OF MAHARASHTRA

2002
MUMBAI, INDIA