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**Naveen**

**Naveen.315821@2freemail.com**

I am sending this letter enclosed with my resume with regards to the Manager – Administration & Facilities open position with your organization. Upon reading the specification of the job description, I am confident of being a perfect fit as my experience and abilities match your requirements.

Manager – Administration & Facilities with 12+ years of progressively increasing experience in managing the entire gamut of General Administration, Facility Operations, Project Management and Security functions with demonstrated leadership qualities.

Hold the merit of designing and delivering major cost & efficiency savings, energy reduction programs in the Corporate Occupier and Financial Services. Proficient in creating / implementing / improving administration & facilities and resolving all kinds of security problems that are commonly encountered. An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practices. I possess a strong desire to build a career within your industry in administration & facilities environment. I am proficient at meeting and exceeding benchmarks and delivering exceptional results.

* *Represented Administration team in the global meet held in London (UK)*
* *Successfully head the end to end process for global survey conducted by Global Administration team.*
* *Deftly managed CAPEX/OPEX Budget*
* *Responsible for recording a total saving of Rs $43,500 from Apr’13 to Dec’13 (Actual v/s Budget)*
* *Hold the credit to run a successful Business continuity plan (BCP) during emergency*
* *Hold the merit of designing and delivering major cost reduction for energy & carbon reduction programs. Achieved 50% reduction in the energy bill*

I believe in combination of my capabilities and your company’s mission, we will be able achieve the desired goals. I would welcome the opportunity of an interview, where we would be able to discuss in greater detail.

I thank you for your time and I look forward to hear from you.



**AREAS OF EXPERTISE**

*General Administration*

*Budgeting & Strategy Planning*

*Utility Management*

*Project Management*

*Purchase/Vendor Management*

*Travel & Hospitality Mgmt*

*Facility Management*

*Security System Management*

*Quality Management*

*Implementing changes*

*Team Management*

*Proficient communicator*

*Resource Management*

*Continuous Professional Development*

**PROFESSIONAL**

*MBA (Marketing and Finance)*

*Bachelor in Commerce*

*Certified in Lean and Six Sigma*

**PERSONAL SKILLS**

*Entrepreneurial spirit*

*Relationship development*

*Influencing skills*

*Technical Support*

*People Management*

**Naveen**

**Manager – Administration & Facilities**

**PERSONAL SUMMARY**

A self-starter, who is always leading the team from the front and who is not frightened to take the initiative. I am a motivated team player who consistently aims to exceed goals. I have the ability to work in an environment of change, challenge, multiple deadlines and priorities. I am an outstanding individual, eager to deliver excellence at every opportunity.Currently; I am looking forward to work at a managerial position in company which is looking to employ individuals of the highest caliber.

**CAREER SUMMARY**

With 12+ years of experience in progressively increasing experience in managing the entire gamut of General Administration, Facility Operations & Security functions with demonstrated leadership qualities. Adept in managing the wide spectrum of administrative tasks including, procurement of material, formulation of procurement policy, vendor development, housekeeping, transport management, visitor management, security, budget & budgetary effective cost control systems.

**CAREER HISTORY**

**Manager – Administration & Facilities**, *Capgemini* **Oct 2014 to Oct 2016**

***Responsibilities:***

* Manage Business complexities, projects and formulation of strategy
* Developing budgets & plans to manage facilities as per organizational needs
* Handling all administrative activities like maintenance of office equipment, transport, housekeeping & maintenance of office and record keeping of office stationery
* Interfacing with senior management and Head of Departments for implementing administrative policies & procedures in line with core organizational objectives
* Developing and implementing procedures, control systems for maintaining quality standards
* Administering material procurement, purchase planning, ensuring continuous supply at optimum costs and strengthening vendor source and developing alternate source of suppliers
* Developing budgets & annual plans to manage facilities as per organizational needs
* Negotiating and finalizing service agreements with reliable contractors for execution of servicing works as per budgeted parameters
* Overseeing regular inspections of all company buildings, furniture, vehicles & guest house to ensure all the assets are properly maintained as per SOP’s
* Undertaking quarterly performance appraisals to ensure that the objectives are met & productivity levels are in line with the business plan and company policy & procedures

**Assistant Manager – Administration & Facilities**, *EXL Services Ltd* **Oct 2012 to Oct 2014 *Responsibilities:***

* Responsible for the overall management of Facilities and Administrative functions
* Identify, negotiate and appoint vendors to provide goods and services in adherence to quality and policy standards at reasonable prices after obtaining competitive quotations. Floating RFQ and getting offers from the vendors
* Monitoring of all monthly MIS reports(Water, Diesel and Energy Consumption)
* Timely renewal of all company contractual/rent/lease/annual maintenance/legal agreements
* Coordinating with customs for SEZ related activities

**Team Lead – Administration& Facilities,** *Ocwen Financial Solutions* **Jun 2009 to Oct 2012**

* Ensure all employee queries are resolved on a daily basis, Controlling security manpower deployment, Cafeteria management
* Monitoring and implementation of processes, building walk through, consumables & toiletries management and manpower management. Upkeep of building and maintaining hygiene atmosphere

**Team Lead – Facilities,** *Accenture Services Pvt Ltd* **Feb 2004 to May 2009**

* Manage general administration services such as inventory, issue of stationery, workspace keys, business cards, and issue of ID/Access card
* Vendor Management/Sourcing and ensuring daily smooth functioning of Vendor teams/staff

**REFERENCES** – Available on request.