

Contact HR Consultant for CV No: 339583

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Seeking assignments in General Administration, Facility Management & Operations with reputed organization.

**PROFESSIONAL SUMMARY**

* An astute, result oriented professional with over ***5 years*** of extensive experience in **Admin, Facilities Management and Operations**
* Have handled successful setting up of new facilities and shifting of office premises.
* Proven abilities in providing a high level administrative support involving efficient management of office equipment, communication instruments, house-keeping, office automation, office administration, transport and security.
* Good at Liaising with external agencies/ Govt. departments for seamless operations.
* Excellent communication, inter personal, liaison and problem solving skills with the ability to work in multi-cultural environment.

**CORE COMPETENCIES**

General Administration Facility Management Vendor Development Utility Management

Maintenance Operations Liaison/Coordination Inventory control Finance & Budgeting

House Keeping Public Relations Security/Safety Leadership

Event Management Move Management MIS Motivation

**PROFESSIONAL EXPOSURE**

Since Oct’14: Brand Hire Consulting and Services, as *Manager – Administration & Business Development*

Jan’14 – Oct’ 14: Rathinam Group of Institutions and IT Parks as *Manager – Admin & Facilities*

May’11–Jan’14*:* Delta One Engineeringas *Admin Manager & Marketing Analyst, Consultant*

**ACADEMIC QUALIFICATION**

***B.E- ECE*** *(2008-2011) from Hindusthan Institute of Technology**with* ***7.8*** *CGPA.*

*Diploma (2005-2008) from Sakthi Institute of Technology with* ***73.33%*** *aggregate.*

*SSLC (2004-2005) from Holy cross Matric Higher Secondary School with* ***80.36%*** *aggregate.*

**KEY DELIVERABLES**

**Significant Highlights**

* Handled around 50,000 Sqft areas in Rathinam Tech Park and around 30,000 Sqft in Rathinam SEZ, Coimbatore.
* Handled 2 critical Projects of Rathinam Tech Park from the conception stage to completion stage by coordinating with vendors & other third party suppliers in getting the retrofits done.
* By hearing the client consensus, planned & initiated the maintenance and replacement of Chairs, Carpet, Pantry refurbishment etc., & gained the client satisfactions from senior leadership team.
* Resourceful in successful completion of ISO Audit @ Deltaone Engineering by providing relevant data information to auditors.
* Successful in achieving the customer satisfaction levels from 84% to 95%.
* Initiated various cost saving exercises like., Replacing CFL with LED lights & installing motion sensors in cabins & meeting rooms to reduce the consumption of units,.
* Cost savings through negotiations with various agencies.
* Managed to reduce problems reported with various facilities by generating daily check list and proactively resolving most of the problems.
* Received special appreciation from Brand Hire top management for arrangements made for client meetings.
* Special Appreciation from Chairman of Rathinam Group for organizing Board Meetings and various events.

**General Administration**

* Managing administrative services for front office, security, cafeteria, housekeeping, Horticulture, stationary, mail room, Paramedical services and concierge Services.
* Implementation of security instructions and contracts with security agencies.
* Arrange and allocate hired transport for the company employees and guests.
* Procuring/accounting/distribution of office stationery, consumables and other items, as per the requirement.
* Make all arrangements for company’s social gathering, events/functions & Internal Open house arrangements for BU’s.
* Maintaining Office Inventory.
* Monitoring /Controlling the Sub-Staff (Office boys/Electricians/Drivers)
* Collecting MIS Data & Maintaining Dash boards.

**Facilities Management**

* Managing all aspects of facilities management for daily operations at the facility, nodal contact for operational issues, review of vendor performance & instigating remedy for the following facilities operations viz.:
* Housekeeping & Security Printing& Stationary
* 24/7 Help Desk & Mail Room Travel Desk
* Cafeteria/Pantry Operations 24/7 Paramedic
* Transport Operations Maintenance & Engineering
* Maintaining high standards of housekeeping, ensuring highest standards of hygiene and cleanliness.
* Designing SLAs / Scope of work for Service Providers Housekeeping and Maintenance
* Ensuring adherence to set ethics, procedures and standards of the facilities operations.
* Conducting facilities inspection & audits to find the difficulties and implementing remedial measures.
* Coordinating with operating staff for upkeep of equipment’s in perfect working order.
* Driving Employee Meetings on floor to understand the Employees requirements and feedback sessions to improve the service levels.
* Setting the right expectations and educating the internal customers through regular surveys & monitoring the satisfaction level by in-depth diagnostic analysis.

**Procurement & Finance Management**

* Monitoring and analyzing trends in spending for all the Facilities Services either directly or through its service providers and do conduct audit and streamline inventory control from time to time in order to make recommendations for the future and to identify areas of possible savings.
* Ensure all vendors invoicing is done accurately and vendor payments are processed in time.
* Ensure all relevant records are managing and available for audits both internal and external.
* Actively monitoring and handles the complaints, user feedbacks.
* Maintain monthly inputs and maintain adequate controls to monitor budget performance.
* Preparing cost Analysis, benchmark, reports & MIS.
* CAPEX& OPEX monthly reviews .
* Audits/monitoring cost as well as GAP analysis.
* Management summary, detailed operating statement and monthly dash board.

**Develop Administration & Procurement Policies and Procedures**

* Planning of Admin Activities for the year in consultation with business.
* Develop Policy & Procedures for Procurement of Asset and Procurement must be aligning accordingly.
* Assessment and selection of best Policy & Procedure in accordance with business requirement.

**Vendor Management**

* Ensuring smooth implementation of Vendor Management across business.
* Ensured effective contracting with Vendors and service provider’s. Set up a bank of vendors and

created an evaluation process for vendors.

* Identification & Finalization of Vendor, Negotiation of Prices, Involving & Generate Healthy Vendor
* Management Practices in consultation with business.
* Handling end to end Vendor management system in the organization, including periodic performance

reviews, scheduling awareness sessions, normalization and finalisation of performance ratings in

consultation with Market Comparison.

* Monitor & Control Admin Opex through periodic review and analysis of Monthly Business Report.

**Housekeeping Management**

* Plan and direct housekeeping team members to carry out their duties.
* Supervise housekeeping staff and conduct detail inspection of all rooms and service areas.
* Maintain housekeeping budget.
* Recruit and train housekeeping staff.
* Create reports for the higher management.
* Ensure appropriate maintenance of all housekeeping equipment and tools.
* Maintain inventory of tools and supplies used in housekeeping activities.

**Security Management**

* Understand & Visualise Security Arrangements for Corporate Office, State Circle Offices & Other Zonal

Office’s in Consultation of Business.

* Interaction with Security Agencies, Security Agreement, Deployments of Security Guards.
* Identification, Installation & Implementation of other’s Safety / Security Equipment for our Assets i.e
* Man & Material like Access Control, Biometric System & CCTV Cameras etc. Implementation of Fire &

Security Norms.

* Planning for Employee Awareness Program towards Fire & Safety & Execution of Periodic Fire

Evacuation Plan.

**Assets Management**

* Identification & Procurement of Assets in Consultation with Business Requirement.
* Capture of Assets in Records & periodic review. Evaluate Insurance & Annual Maintenance Contract.

**Travel Management**

* Identification & Finalization of Vendor, Negotiation of Prices, Involving best vendor to facilitate Healthy

Vendor Practices in consultation with business.

* Organize Air, Train Tickets & Cab Facility for employees as & when required with prior approval of his /

her Supervisor as per our Company Policy / Manual.

* Organize Hotel & Guest Accommodations & frame travel policy in consultant with business objective.
* Review & Monitor Travel Expenses closely.
* Ensure availability of multiple vendors to avoid critical situations.

**Cafeteria& Pantry Operations**

* Conduct periodical Kitchen audits, both internal & external.
* Monthly Food & water testing as part of EHS.
* Do conduct Food committee meeting with SPOC’s (Schools,Colleges, etc.) on a fortnightly.
* Closely monitor Hygiene and Quality of food on a daily basis.
* Review complete Menu on a quarterly basis along with procurement team.

**Event Management**

* Ensure end to end event management in an organization in consultant of business need & requirement.
* On specific events, ensure all necessary arrangement.
* Schedule Engagement activities as per calendar i.e. Sports, Festivals, etc.

**PERSONAL DETAILS**

***DOB:*** *30/03/1990*

***Languages Known:*** *Tamil, English*

I hereby declare that the above written particulars are true to the best of my knowledge and belief.