**[Bhaskar.359056@2freemail.com](mailto:Bhaskar.359056@2freemail.com)**

**Bhaskar**

Aspiring for a challenging assignment in Management with an organisation of repute. Experienced in Project Management, people management & data analysis across the North East of India, North Bangal including Sikkim and Odisha in Hospitality, Insurance, Real Estate & Telecom sectors over 16 years.

**PROFILE SUMMARY**

* Proficient in Planning & executing various Infrastructure projects. Certified in Project Management.
* Over 16 years of experience in Infrastructure development, Project Management, Liaison, Administration & Facilities Management.
* Trained in Process improvement methodologies like Lean Six Sigma, TQM and Business process re-engineering.

**AREAS OF EXPERTISE**

* Facility Management - Property Administration
* MIS reporting - Vendor Management
* Housekeeping services - Manpower planning
* Guest House Management - Security Management

**EMPLOYMENT DETAILS**

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| 9th July’08 to 31st October’16 with **Vodafone Mobile Services Limited** as  Sr. Manager – Property & Facilities (Head P&F) |

**Key Result Areas:**

* **New Office Set up :** Managing the project life cycle for any Infrastructure development for the company. Interfacing with Vendors and Management to ensure conformance to Quality & adherence to set timeline.
* **Guest House Management :** Coordinate the operations of Company guest house. Ensure hygiene and safety for guests at all time.
* **Physical Security Management :** Responsible for safety & security of Company premises and employees within premises.
* **Vendor Management :** Negotiate with vendors to ensure the best deal for the organization confirming to requirement. Maintaining relationship with regular business partners.
* **Travel & Stay :** Comprehensive and timely travel support to all employees of Odisha Circle as well as Assam & NE Circle.
  + **Statutory compliance :** Conformance to Statutory compliance in terms of Labour law and other state departments as per statute.
  + **Audit & review of processes :** Establish processes for properties & facilities management to align with the company’s requirements.
* **Health, Safety & Wellbeing (HSW) :** Acted as the SPOC for Health, Safety & Wellbeing for the Circle.

**Highlights:**

* Managed setting up of Tezpur Zonal office and Assam & North East Circle office.
* Regularised all properties in Odisha Circles, including closure of previous pending disputes with regard to properties.
* Managing a Cost Optimisation project “***Project Trim***” in Travel, Logistics & Facilities. Resulting in savings of Rs.90 lakh under various G&A heads in FY 15-16.
* Edited 2 issues of the half yearly news letter “***Operating Spaces***” for Properties & Facilities Function of Vodafone India. Designed & edited 2 issues of Odisha Circle newsletter.
* Selected as Team Member for “PROJECT FAST FORWARD” (A Project on Quality Improvement) for a period of three months working out of Corporate Office, Mumbai in 2010.
* Spearheaded the ‘Global Wellbeing Challenge’ in the Circle in 2015. Odisha secured 4th position amongst all Vodafone Circles and 1st amongst East Circles

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| 9th August’07 to 8th July’08 with **Aviva Life Insurance India Pvt. Ltd** as  Assistant Manager – Administration |

**Key Result Areas:**

* **New Office set up**
* **Administrative operations & facilities Management :** Responsible for Security, Housekeeping & Infrastructure maintenance for 14 locations across North East & North Bengal.
* **Vendor Management**
* **Legal and Statutory Compliances**

**Highlights:**

* Involved in 4 new office set ups in Itanagar (Arunachal Pradesh), Jorhat (Assam), Guwahati (Assam) & Gangtok (Sikkim).

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| 1st April’02 to 7th August’07 with **Down Town Hospitals Limited** as  Manager – Administration |

**Key Result Areas:**

* **Liaison with public and private organizations** -
* Liaison with government agencies and departments for statutory and regulatory compliances as and when required
* Liaison with the empanelled organizations as a member of the Credit Recovery Cell of the hospital
* **Routine administrative work for -**
* Ensuring smooth flow of activities in the hospital towards patient care and according to the QMS requirements (ISO 9001: 2000 standards)
* Coordinating between different departments as and when required
* Trouble shooting problems related to patient care
* **New Projects -**
* Performing feasibility study for the various projects of the company and submission of project reports to concerned sources/ authorities for sanction of loan/ approvals etc.
* Liaison with government officials for matters related to new projects undertaken by the company.
* Planning for resource allocation and flow of activities and ensuring proper execution of planned actions for implementation of the projects.
* **Medical equipments and machineries** -
* Sourcing quotations, Negotiation with suppliers and vendors, making purchase orders, placing orders and procurement
* Reviewing AMC (Annual Maintenance Contract) of different facilities and equipments

**Highlights:**

* Managed and made operational the Leisure resort project of the Company at Samaguri, Nagaon.
* Contributed to the Infrastructure development of ‘Shankar Madhab Charity Hospital’ at Panikhaiti, Guwahati,
* Structured the project proposal for Charity Hospital for funding by North East Council which helped in securing a funding of Rs. 5 Cr for the group.

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| 23rd May’00 to 24th March’02 with **Bangalore Property . Com** as  Senior Executive – Operations |

**Key Result Areas:**

* In-Charge of operations of the real estate portal, www.bangaloreproperty.com.
* Responsible for the design and development of the portal.

**Highlights:**

* Designed the logo for the property portal.
* Instrumental in designing and structuring the backend database for the portal.

**EDUCATION**

2000 PGDBA (Finance & IT) from ICFAI Business School, Bangalore 6.8 CGPA

1997 B.Sc (Bachelor of Science in Geology) from Gauhati University 1st Div with 68%

1994 H.S.S.L.C (under Assam Higher Secondary Board) 1st Div with 72%

1992 H.S.L.C (under Assam State Board) 1st Div with 79%

**PERSONAL DETAILS**

Date of Birth : 24th December 1975

Languages known : English, Hindi, Assamese

**EXTRA CURRICULAR ACTIVITIES**

* Played Mandolin for music groups and with various artists in Radio and TV programmes.
* Directed the music for 3 full-length stage plays