DANISHUDDIN

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# FACILITY MANAGER / ADMINISTRATOR

As a **Facilities Manager**, I have over **3 years** of experience in **Facilities Management**. I thrive in critical moments, balancing persistence with flexibility in order to manage the practical and creative elements of facilities management.

I have a special talent for **budget management, combining cost-savings initiatives** and a talent for **contract negotiation** to work within **financial limitations** and cut unnecessary costs for facilities. I am extraordinarily loyal, always keeping the interests of the business at heart regarding **project planning and risk assessment**.

As a leader, I am steadfast and team-driven, skilled at monitoring employee compliance, collaborating with vendors, managing facilities staff, and reporting to key decision makers to facilitate department projects. Within facilities and security, I am an indispensable asset to my company.

* My expertise encompasses all aspects of business development and operations, from controlling costs and maximizing revenues to harnessing team strengths to improve companywide performance
* Advanced in all aspects of **Microsoft Office including Excel, Word, PowerPoint and MS Project Manager Professional.**
* Excellent communication, multitasking and problem-solving abilities.
* Excellent verbal and written communication skills; able to deliver top-notch client interface and support while working effectively with members in a small team environment.

**PROFESSIONAL EXPERIENCE**

**PUBLIC SCHOOL** in Madhya Pradesh, India | June’2019 – Dec’2019

**Designation:** ASSISTANT ADMINISTRATOR / FACILITY MANAGER

## Responsibilities:

* Responsible for Directing and Managing Facilities and employees throughout the SCHOOL
* Responsible for assigned managers and personnel regarding Emergency Management, Mailroom, Contracts, Assets/Record Retention & Facilities.
* Create and review technical and business processes, standards and procedures making recommendations for continuous improvement.
* Perform Staff performance appraisals on regular basis.
* Manage high volumes of work with excellent accuracy and attention to detail
* Act as central point of contact for all the process related issues / improvements
* Responsible for managing space allocations and Directing and leading renovation projects and facility maintenance projects.
* Assists the teacher in general daily classroom activities, help special needs students, and cares for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships.
* Assisting students in achieving academic success
* Behavior support which includes physical management & Personal care and Social integration
* Consultation and collaboration with Special Education and Regular Education Teachers as well as related service staff

**UNITY ACADEMY –** Khargone, Madhya Pradesh, India | Dec’2017 – June’2019

**Designation:** FACILITY MANAGER

## Responsibilities:

* Supervise 25,000 sq. ft. Academy Center, enforcing policy and procedure for safety of students
* Guided 9-10 staff members per shift in completing tasks, ensuring facility operates efficiently
* Conduct team meetings of 85 staff members to point out areas for improvement in operations for students satisfaction
* Introduce new directions of the organization goes to staff, certifying all team members are informed
* Manage over 300 students per shift, getting trained in concentrated environment

**YASHCO SYSTEMS INC. –** Indore, Madhya Pradesh, India | Dec’2016 – Nov’2017

**Designation:** BUSINESS DEVELOPMENT MANAGER

## Responsibilities:

* Responsible for proposal development, supplier quotations, contract negotiation, process monitoring and market analysis, focused on maximizing the company's profit margin.
* Management, monitoring and adjustments of programs, bills of quantities, costs, performances, quality and supplies related to constructions.
* Compliancy control with contracts, plans, technical specifications, quality and health and safety standards.
* Relationships management with all parties involved: designers, contractors, construction personnel, consultants, suppliers, subcontractors and public servants.
* Team management, time approvals, vendor's payments approval for the department, budget revisions,
* Administrative duties including answering multi-line phones, filing, ordering office supplies, and directing visitors. Created proposals, contracts, change orders, invoices, draws, track sheets, and managed budgets and costs controls.
* Maintained organizational system to ensure consistency and progress for multiple projects simultaneously.

**INTELENET GLOBAL SERVICES –** Indore, Madhya Pradesh, India | July’2016 – Dec’2016

**Designation:** Customer Service Executive

## Responsibilities:

* Addressed and resolved customer product complaints empathetically and professionally.
* Recommended, selected and helped locate and obtain out-of-stock product based on customer requests.
* Handled daily heavy flow of paperwork and cooperated with the accounting departments on invoicing and shipping problems.
* Routinely answered customer questions regarding merchandise and pricing.
* Learned, referenced and applied product knowledge information.
* Able to work independently as well part of a team
* Properly handled moderate volume invoice processing and purchase orders.

# EDUCATION

* Bachelor of Engineering in **Civil Engineering** from **RGPV University (2016)**