### ****Sakshi Kumari****

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### **High performing professional with over 12 years of hospitality experienc and seeking a challenging role to achieve corporate success and leverage my abilities to grow organization for a mutual beneficial growth.**

**Experience**

* **Facilities Coordinator in Amazon IT Campus, Hyderabad, from 29th July 2019 till dated.**
* **Fitness center Executive with Oakwood Residence Hyderabad, from May 2015 till June 2019.**

**(Joined with the Pre-opening team**

* **Fitness Center Executive with Novotel Chennai Sipcot, from July 2014 till May 2015.**

**(Joined with the Pre-opening team)**

* **Fitness Center Executive with Westin Chennai, from January 2013 till July 2014.**

**(Joined with the Pre-opening team)**

* **Health Club Attendant with the Hilton Chennai Velachery July 2011 to December 2012.**

**(Joined with the Pre-opening team)**

* **Assistant Physiotherapist with Fitline Physio Clinic Chennai.**

**(as subordinate physiotherapist)**

* **Completed my Internship from Department of Physiotherapy, Dr. M.G.R. Educational and**

**Research Institute (UNIVERSITY), Chennai.**

**Work profile**

* **Responsible for all the Front Office activities – Visitor management, Events management & feedback etc.**
* **Coordination for new hires and ensuring a safe and friendly atmosphere is being provided.**
* **Coordination with other teams for giving a better employee experience.**
* **Reports: Delivering - Daily, weekly and Bi-monthly reports.**
* **Site visits: Walk around for guests.**
* **To ensure self-safety and employee safety at site.**
* **Conducting audits for the vendors and ensuring they meet compliance.**
* **To interview, hire, and train new employees to work in different positions.**
* **Creating a good turnaround time for any task given or handed over. Connecting with employees for feedbacks.**
* **Tracking of Inward and outward movement of materials.**

**Core Responsibilities**

* **Weekly review meetings with Vendors and circulates MOM’s.**
* **Handling Inventory Management, Vendor management & compliance management.**
* **Vendor management-oversee acquisition, installation and commissioning of equipment that are required for the facility project at office.**
* **To conduct orientation training of new employees and in-service training of other -employees to explain company policies, to demonstrate use and maintenance of equipment.**
* **Ensuring to meet the compliance standards and govt regulations.**
* **Work as a team player with co-workers and in conjunction with other departments**
* **Ensuring the documentation of Leave records/in-out registers/deployment sheets etc.**
* **Ensuring the TTs are closed as per the timelines.**
* **Deployment of the staff on the floors to maintain the respective floors as per the standards.**
* **Preparation of Schedules and ensuring the planned activities are completed accordingly.**
* **Preparing and submission of Daily Reports to the Client.**
* **Upkeep of office administrative part and ensure availability of daily miscellaneous requirements to provide harmonious work culture.**
* **Entire facility rooms keys management.**

**Career Related Key Strengths**

* **Excellent team building skills as well as capable of handling tasks independently with same efficiency. An ability to put people together and lead a team of dynamic members.**
* **Capability to handle diverse area of work**
* **Good interpersonal skills, Passion & Flair for responsibility**
* **Career related strengths includes ability of handling monotonous and repetitive tasks with same level of enthusiasm, energy, comfort and ease as innovative and challenging tasks.**

**Computer Skills**

* **Powerpoint**
* **Excel**
* **Micros Suit 8**
* **Opera Software (Version 5.2)**
* **Proficiency in On Q (Property Management System Hilton worldwide)**

**Educational Qualifications**

* **Degree in Bachelor of Physiotherapy**
* **Senior Secondary Jharkhand state board**
* **Central Board of secondary education**

**Date: 20.06.2023 Sakshi Kumari**