**ManneVenu**

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**PROFILE**

**Area Lead**

Over 12 years’ of cross-functional experience in Administration, Facility Management, and Travel & Transport Management. My Skill set includes Team Building, Cost Control Methods, MIS Generation and System Profitability for attaining Corporate Goals.

**PROFESSIONAL EXPERIENCE; -**

**Smart Care Facilities,** Hyderabad, from May 2018 to till date

(Associates – 1500 and services provided for 48 clients)

**Area Lead - Operations**

**Man Power Management**

* Plan, organize and direct team members to ensure high customer satisfaction
* Demonstrated ability to hire, supervise, and counsel Housekeeping workers and team members
* Hands on experience in managing daily systems use and management for the cost control and overall productivity.
* Providing trainings to Contractual staff on grooming, discipline & behavior, time management, responsibility & reaction, Health & Safety, leadership skill and equipment awareness.
* In depth knowledge of assisting in monitoring team members’ performances and working towards further development

**Transport Management**

* In charge of the day to day operations of the transport department.
* Managing the Transport arrangements for employee.
* Monitoring services offered by the Organization and ensuring flawless services to employees.
* Maintaining internal control standards, including the timely implementation of internal and external audit points along with any issues raised by external regulators.
* Ensuring strict adherence to Group Compliance Policy by minimizing compliance risk in conjunction with Employee satisfaction.
* Efficiently managing a team, drivers and vehicles.
* Responsibility to implementation of the transportation policies, procedures and programs.
* Evaluate the service as needed for improving in services.
* Preparing the utilization report on weekly and monthly.
* Review and approve monthly invoices

**Birlasoft India Ltd.,** Hyderabad, from Aug 2013 to April 2018

(Area – 70,300 sft and services provided for employees around 750 to 800)

**Asst. Manager - Admin**

**Facility**

* **Man Power Services** - Ensured the implementation of Services as per the SOP’s of House Keeping, Security and Electrician and BGC documentation of the staff is filed as per norms.
* **Asset** **Maintenance** - UPS, Invertors, AHU’s & VFD’s equipment’s,, CCTV, PA System, Access Controls , Fire and safety systems and Ensured predictive & preventive maintenance schedules of assets are maintained as per the planned schedule.
* **Liaoning works** - To ensure and execute proper documentation are filed to smooth transition in the Govt. related offices, STPI/ SEZ & Customs.
* **Audits** - Coordination with Auditors for sing off of the Evidences to various reputed agencies like KPMG, GE, Deloitte and Synchrony Financial.
* **Budget** - Coordination and involvement for preparing / planning of yearly financial budget. Preparation & analysis of actual cost v/s estimated cost.
* **Travel & Transport** - Preparing a day to day roster for home pickups/drops and also monitoring the arrival and departure of the cabs & Route planning for the shifts. Ensured compliance of EHS requirements.

**Projects Handle:-**

* Setting up of new facility with 70,300 sq. ft. office in SEZ unit in 2015.
* Key role during the movement of company from STPI to SEZ operation.
* Infrastructure modification has and when required by the management for project requirements.
* Actively participate in the process of iGATE acquisition of Patni Computers in 2011-12

**Achievement:-**

* Star Achiever – Birlasoft\_Q4 FY 2015 -16
* Certification of Appreciation – Vodafone Mobile Services Ltd.\_2016

**Chirec Public School,** Hyderabad, from April 2012 to Oct 2012

**Supervisor – Transport (90 Buses)**

* Daily monitoring of attendance of the staff, scheduled movements of the vehicles for pickup and drop of the students.
* MIS report on fuel and vehicles maintenance expenses and to handle the fuel requirement of the buses, maintenance of the vehicles documents as per the norm of the government rules.
* Demonstrated ability to hire, supervise, and counsel drivers and team members
* Hands on experience in arrangement of the routes as per the academic and management requirements
* Respond to parents complaints immediately

**Patni Computer Systems Ltd., (iGATE )** Hyderabad, from Oct 2006 to April 2012

**Sr. Associate Administration**

(Area – 90,000 sft and services provided for employees around 900 to 1050)

**General Administration:-**

* Managing administrative services for Security, Front Office, Cafeteria, Travel Desk, Medical Room, Stationary and event Organization, Conducting / Coordination of Field Activities.
* Identify areas of potential waste control and develop strategies to reduce the same with no compromise on quality.
* Conduct regular internal checks, physical verifications and facility walks to ensure efficiency of systems and processes.
* Store and Asset Management, actively participated in audits (internal and external).

**Facility Management:-**

* Complete responsibilities on day-to-day operations at the facility, nodal contact for operational issues, review of vendor performance and initiate remedy.
* Facilities Management Standards, SLA & response time, Operating Structure, Expense Management. Service Performance Scorecard/operation dashboards.
* Planned Preventive maintenance & Corrective maintenance of all Critical Equipment’s and redundancy equipment like DG Set, UPS and Chillers.
* Driving Employee Meetings on floor to understand the Employees requirements and CSS to improve the service levels.

**Education Qualification:-**

* M.B.A – Osmania University
* Diploma in Electronics & Communication – S.V.S Polytechnic College, Machilipatnam from Board of Technical Education, Hyderabad.
* SSC – Wesley Boys High School, Secunderabad

**Personal Information:-**

Date of Birth : 10th February 1979

Gender : Male

Marital Status : Married

Religion : Hindu

Nationality : Indian

Hobbies : Listening to music, Dance & Playing Cricket

Strengths : Good interpersonal Skills, Liking for Challenges and Hard work

Date:

Sign: