

# **CURRICULUM VITAE**

## **Address for communication**

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## **Applied Position / Job code; Operations coordinator**

### **Objective**

Highly skilled Operations Coordinator experience in streamlining processes, reducing costs, and increasing customer satisfaction. Proven track record in implementing new systems and strategies that have resulted in significant improvements in productivity, quality, and revenue growth. Exceptional skills in project management, cross-functional collaboration, and data analysis, with a strong commitment to continuous improvement and delivering exceptional results.

### **Professionals' experience**

Aug'23 to till date FABTECH consulting engineers Pvt Ltd

Jun'22 to Jul '23 FAWAZ Trading & Engineering, Kuwait (1year)

Apr'20 to apr'22 ETA Engineering Pvt Ltd, Gandhinagar, India (2 year)

Aug'16 to Dec'17 jigisha Trading Co. Ahmedabad, India (1 year)

Oct'11 to Jul '13 DynCorp international US military US Government (1½ year)

Mar'07 to April'10 ETA Mechanical & Electrical division, Dubai UAE (3 year)

Feb'05 to Feb '06 HITACHI (India) LTD. Apprenticeship (1 year)

### **Academic**

#### **Master of Business Administration in Operations**

Result; 7.30 CGPA **Study Duration 02 year**, from January 2018 to March 2020 **ICFAI University**, Tripura, India.

#### **Professional Graduate Programme in Mechanical Engineering**

Result; 70 % **Study Duration 03 year**, from August 2013 to July 2016 International Institute of Management and Technical Study, Ahmedabad, India.

#### **Diploma in Refrigeration and Air conditioning**

Result; 72 % **Study Duration 03 year** from August 2002 to July 2004 Industrial Training Institute, Palanpur, Gujarat, India **Apprenticeship in HITACHI**, India. from February 2005 to February 2006  
<https://www.jci-hitachi.com/en/news/1420.html>

### **Licensing & Certification.**

- **HVAC system design** – ASHRAE-2010
- Experienced Software like: MS office **Auto cad, 3D MAX. CRM, PLC SCADA, DCS, BMS**

- **General Industry safety and Health – 30 hour**, Trained by Mr, Hartley J, Riel (OSHA) Occupational Safety and Health Administration, **11 December 2012**
- **Clinical Research Coordinator** annual certification Trained by Dyn-Corp International **Oct 2011**
- Environment Protection Agency 608 **Universal Certification** by Mainstream Engineering Corporation, USA. Certification Number; **P36546D9DDB554781**

**Current employer; FABTECH consulting engineers Pvt Ltd.** Position; **Operations Coordinator** Duration from **Aug 2023 to till date** <https://www.fabtech.in/>

**Project/location:** Adani Solar Power Plant. Mundra, Gujarat, India

**Project/location;** Suzuki Motor Gujarat. Hansalpur, Gujarat, India

Responsibilities.

- Develop and implement operational policies and procedures to ensure efficient and effective operations.
- Monitor and analyzed operational performance metrics to identify areas of improvement.
- Oversee the daily operations of the organizations including scheduling resource allocation and workflow management.
- Manage and coordinate project ensuring that deadlines and objectives are met.
- Develop and maintain relationships with internal and external stakeholders.
- Monitor and analyzed customer feedback to identify area of improvement.
- Develop and implement strategies to improve operational efficiency.
- Prepare and analyzed operational report to identify trends and area of improvement.
- Monitor and analyzed operational cost to ensure budget compliance.
- Develop and implement strategies to improve customer services.

**Name of employer; FAWAZ Trading & Engineering, Kuwait.**

**Project/location:** Al Salam International Hospital. Kuwait <https://www.sih-kw.com/en/> Position;

**Operations Supervisor** Duration from Jun 2022 to July 2023 salary KWD; 350 + per month.

**Key result areas:**

- Developing and implemented **business strategies goals** and objective with the organizations **mission** and **visions communicate** operational updates initiatives for facility department.
- Supervise day to day operations building services, facility machineries, general maintenance / administration.
- Supervised **hard** (technical) **services**, breakdown / corrective, preventive maintenance (PPM) BMS system, plumbing, HVAC system, Air cooling system, cold room, reefers, electrical system, elevator, DG set. UPS, CCTV, fire suppression system, commercial kitchen equipment's, laundry equipment's etc.
- **Construction repair**, interior fixture and furnishing, carpentry, masonry, painting and general maintenance.
- Monitoring **soft services**, housekeeping, horticulture, facade cleaning etc.

- Managed store monitoring day to day various tasks/process, **materials receiving, material issuance, material transfers, material stocking, ordering**, and overall **material control**.

- Coordinating with **Facilities team/client** on the process of (MR)**material requests, Material transfer, material reject**, or return from all correction

- Maintained sufficient stocks **standby availability, Overstocking** and petty cash purchases. Approval, Facilities/client team. As per the tender/contract.

- Handling **facilities store items** with facilitate understanding, procuring items, conducting technical evaluation, **salvage materials approval**, resale of salvage etc.

- Well store knowledge in inventory management system with CRM software **inventory** of standby **tools equipment, daily consumable materials**, spare parts for electrical plumbing Air condition, civil work General **materials** etc.

- Created facility/asset Unit ID, filed (MSDS) material safety data sheet, monitoring **chemical/hazardable materials** store area temperature.

- Managed and allocated facility effectively including manpower facility equipment's **promoting a work culture quality safety** and continues improvement throughout the organization.

- Developing **work flow plans (team building)** recruit and train employee oversee their performance and professional skills.

- Collaborating with procurement and **vendor to negotiate contracts** timely delivery of goods and services.

- Supervised operational **plans budgets** and time lines to achieve **organizational (profit) target and deliver customer service** address and resolved facility issues conflict and end-user concern.

- Optimizing resource utilization **monitors expenses and identify cost-savings opportunities conducting regular audits and assessments** to identify compliance gaps, corrective actions with regulatory requirements / industry standard.

- Analyzing facility **operational administrative** data and **key performance indicators** to measures productivity and identify areas for optimization Collaborates with cross-functional teams to **implement operations /maintenance**.

- Implementing **safety** procedures with **safety regulations protocols**, and relevant guidelines protocols to **protect Hospital environment (patients & staff)**.

- Coordinating **security protocols** to safeguard the **hospital's premises, equipment's**, and **sensitive information** for a safe environment.

- Implementing **emergency response plans, evacuation** procedures and **disaster recovery** strategies specific.

- Scheduling training and drills of **safety mechanisms** and Training staff on safety protocols, **proper equipment handling** and the maintenance of a clean and organized work environment.

- Excellence in **coordinating planning & implementing changes to technology** machinery, equipment, process, methodology, quality assurance control system and reporting procedures.

- Proven success in ensuring **smooth facility operations at all times** and maintaining proper decorum & discipline by implementing and modifying the policies.

**Name of employer; ETA Engineering Pvt Ltd**, Gandhinagar, India. **Project/ location:** DCS plant GIFT City Gandhinagar / Sardar Vallabh Bhai Patel Institute of medical science and research Hospital – SVP, Ahmedabad <https://www.svphospital.com/about-us.phpb>  
**Position; Operations & maintenance supervisor** **Duration** from April 2020 to April 2022 **Salary** INR 32000+ (OT) per month

**Key result areas:**

- Supervised the **Operations teams** at site, engagement of staff to support the delivery of **facilities services**.
  - Region covering sites primarily focused around Head Office and **Office Based Business units** occupying senior business leaders/ **matrix strategy**.
- Expertise to the operating area by **promoting Sodexo strategies** and the overall account strategy in order to uphold the **company mission and values**.
  - Overseas building and grounds maintenance. building facility maintenance repair and **operational administration**
  - Supervised and troubleshooted **hard services**, breakdown/corrective preventive maintenance (PPM) BMS system, plumbing, HVAC system, cold room, electrical system, elevator, DG set. UPS, CCTV, fire suppression system, commercial kitchen equipment's, laundry equipment's etc.
  - **Construction repair**, interior fixture and furnishing, carpentry, masonry, painting and general maintenance.
  - Monitoring **soft services**, housekeeping, horticulture, facade cleaning etc.
  - Monitoring **breakdown call logs and maintenance schedule**.
  - Operated and maintain custodial functions security and emergency company policy and procedures.
  - Handled **general accounting tasks**, such as **accounts payable, payroll, petty cash, and budgeting/ financial and physical resources** of the facility management
  - Supervised **safety procedure** documents regular **facilities inspections** for work quality.
  - Managed and reviewed service contracts.
  - Supervised completed work by vendors and contractors.
- Supervise equipment's/ machinery **collaborated employee** for safety protocol and **business plan strategy**.
  - Maintaining strong **relationships with key stakeholders** such as **healthcare providers partners, regulatory government authorities**.
  - Supervise/organize sessions on **Bio medical waste, Patient care, hand hygiene protocol** and other related **NABH protocols**.
  - Liaison with Government and regulatory agencies in order to **procure and update various licenses of the hospital**.
  - Monitored the functioning of outsourced services, **Security, Housekeeping, and Biomedical Waste Management**.
  - **Site supervision** timely execution of **new hospital projects work** under the top management.
  - Distinguished capabilities in coordinating with **internal/external stakeholders involving top level management** architect structure interior BOH and other consultants for running successful new hospital projects

- Collaborating with internal and external **stakeholders** to ensure compliance with legal regulatory and accreditation requirement **cross functional teams, finance, marketings, human resource** and **IT**, to achieve **operational goals**.

**Name of employer; Jigisha Trading Co, (carrier, Toshiba Sales & Service)**

**Ahmedabad Projects/location;** Smart City Ahmedabad Municipal Corporation

**Command Centre sahibagh and Control Centre, Paldi. Position:** Project Engineer (sales & Project) **Duration** from Aug 2016 to Dec 2017. <https://jigishatrading.com/S> Salary

INR; 28000+ (Incentive) per month

#### **Key result area**

- **Managing project planning & execution** in tune with the core business objectives (including risk management, effort/ time/ cost estimation, and contingency planning)
- **Conducting site visits and recommending corrective/ preventive actions** for MEP/ HVAC activities
- Steering **various site installation activities** like troubleshooting technical hiccups during the project stages, ensuring various installations done by the subcontractors are as per the specification.
- Developing effective **working relationships with the clients** through regular meetings, counselling & providing recommendations on designing projects and for system upgradation and getting certification of bill done from client
- Working with **clients & other agencies** for creating work fronts, clearing constraints, attending priority for installation of HVAC equipment & associate works
- Generating **BOQs for the project** and **ensuring smooth operations** and monitoring of project; managing **contractors billing check-up** and certification of payments
- Verifying **tenders, quotations**, including technical evaluation and commercial evaluation; **reviewing contracts/ tender documents (specification & concept)** and advising the project manager of any deficiency
- Analysing **Contractor's submittals** (Equipment's Data Sheet, Inspection & Test Plan, and Installation Operations & Maintenance Manual) related to the discipline and ensuring compliance with concept design, contract requirements.
- Planning **material and developing vendors** for obtaining timely procurement of materials (local & imported) & equipment at cost effective prices to ensure smooth execution of project.
- Anchoring erection, commissioning & handover of **Chiller, Ducting Work, FCU, AHU, Piping, Insulation, Split Unit & Package Unit**
- **Implementing minimum assurance tasks** and ensuring completion of project in minimum turnaround time with effective resource utilization to maximize the output.
- **Supervising production scheduling activities** by monitoring material inventory, tracking progress of production and reviewing factors that affect schedules.
- Conducting technical meetings with **consultant/ client /contractor** for monitoring progress & analysing future requirements of site
- Heading **material request and inspection** on overall store keeping process including checking the completeness of the received materials, identification of any damaged, short, received materials.
- Managing installation, testing, commissioning, and handover of **HVAC (DX, VRV / VRF, Chilled Water/ Hot water) System**

- Establishing **Works Programmer** in coordination with the **Technical Project Manager, Interface Manager, Quality Manager**
- **Preparing enquiry and getting quote for contractors** for low side work like installation of ducting, insulation, piping, cabling, and various equipment lifting shifting installation
- **Coordinating with internal departments** such as Purchase, Planning, Design, Accounts, HR for project related works

**Name of employer; Dyn-Corp international.** (Facility management)  
**LOGCAP IV (U.S army) Project/location;** Logistics Civil Augmentation Program – IV, USA Government (Afghanistan) **Position:** Technician **Period:** October 2011 to July 2013 **Salary** USD; 1090 + (OT) per month

#### **Key result area**

- Processing and completing work order.
- Installing new Heating Ventilation Air Condition system, Refrigeration system, commercial laundry washers' driers, commercial kitchen equipment's,
- Troubleshooting Electrical/mechanical failures and performing equipment maintenance.
- Ordered spare parts for standby use as per store team guidance
- Following guideline safety for work quality.

**Name of employer; ETA Mechanical & Electrical Division. Dubai, UAE**  
**Project/location:** Dubai metro rail project (Red line) R05 Garhoud station (Gicco station) **Position:** Supervisor. **Duration** from March 2007 to March 2010 **Salary** AED; 4000 per month

#### **Key result area.**

- Managed **project operations schedule**, shift schedules, manpower attendance time sheet for 24x7 operations maintenance activity.
- As per BMS operation schedule followed **chilled water plant and lower side operations**, monitoring chillers (air cooled/water cooled) and reading log sheet(book), primary/secondary chilled water pumps, condenser pumps, cooling towers, ambient temperature readings DBT/WBT/RH
- **Troubleshooting of heating ventilation air conditioning system & commercial refrigerator, cold room** and Monitoring energy consumption meter reading like power, makeup and blow down water meter reading and monitoring **water quality** with chemical dosing daily/ weekly/ monthly basis.
- Followed SOPs and **safety work permit (LOTO), Hight work permit, Hot work permit, PPE**, safety sign bord avoiding hazards for better **work quality**.
- Supervised schedule **corrective, preventive maintenance** and its repair alignment and technical inspection of all HVAC equipment, Power control panels, AHU, FAHU/TFA, FCU, humidifier, cassette, DX units, PAC, cold room /cold storage commercial refrigerators etc.
- Followed **annual maintenance** schedule for **chillers descaling, epoxy painting, compressor overhauling, refrigerant recovering, nitrogen pressure testing, vacuumizing, refrigerant charging**.
- **Cooling tower annual maintenance**, descaling fins and pit replacing the gearbox oil, defective water spry nozzles, cleaning Stainer & pipe valve and its painting work etc.

- **Annual maintenance of centrifugal pumps**, replacing bearings, mechanical seal, O-rings, oil seal, impeller alignment, descaling housing, epoxy painting etc.
- **Annual maintenance of AHU / FAHU** replacing V-belts, filters as well as pre filters, HEPA Filters, Bag filters, fresh air fan filters & belts, CFM measuring etc.
- Managed store, chemical stock, consumable material and **stand by spare, Fuse, lugs, contactor, actuators, Thermostat, motors, bearings, compressors belts capacitors refrigerant & breezing cylinders, rods etc.**

### **Areas of excellence**

- Project Management
- Budgeting and Financial Analysis
- Supply Chain Management
- Inventory Control
- Logistics and Transportation
- Quality Control and Assurance
- Vendor Management
- Process Improvement
- Risk Management
- Data Analysis and Reporting
- Customer Service
- Compliance and Regulatory Knowledge
- Time Management and Prioritization
- Communication and Interpersonal Skills
- Problem Solving and Critical Thinking
- Adaptability and Flexibility
- Teamwork and Collaboration
- Decision Making and Strategic Planning
- Analytical and Data-Driven Thinking
- Process Improvement and Optimization
- Conflict Resolution and Negotiation
- Customer Service and Satisfaction
- Leadership and Mentoring

### **Soft skills**

- Organization and Attention to Detail

### **Personal Profile**

**Full Name:** Vikram Kumar Talakdas Sadhu **Date of Birth:** 01-06-1985 **Sex:** Male **Nationality:** Indian  
**Marital Status:** Married **Languages known:** English, Gujarati, Hindi, and Urdu.

### **Passport Detail**

**Passport Number:** P-3077748 **Place of issue:** Ahmadabad **Date of issue:** 26/ 07/2016  
**Date of Expiry:** 25/07/2026

### **Reference.**

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I hereby declare that the given by me are true and correct. Thank you.

Yours faithfully  
Vikram Kumar