

## RESUME

### **BHARAT . S. RATHOD**

Dr. Ambedkar Nagar,  
Opp. Bank of Baroda Society,  
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New , Ahmedabad- 13.  
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**Date of Birth** : 8<sup>th</sup> October, 1983  
**Nationality** : Indian  
**Gender** : Male  
**Marital Status** : Married  
**Languages Known** : Gujarati, Hindi & English

**Educational Qualification** :

DEGREE	BOARD / UNIVERSITY	YEAR OF PASSING	PERCENTAGE
F.Y.B.Com.	Guj. University	April-2002	48.00%
S.Y.B.Com.	Guj. University	April-2003	50.00%
T.Y.B.Com.	Guj. University	April-2004	==

**Computer Education** : Internet, Emailing, M.S. Office, Windows XP.  
**Hobbies** : Cricket & Singing Music  
**Overall Experience** : More than 13 years in Facility Industry.

**Experiences :**

### **Facility Field Experiences :**

- ❖ I had worked with 'CNCS Facility Solutions Pvt. Ltd.' as Field Officer for 2 years. Where I was handled more than 28 sites (Corporate, PAN India, Guest house & more) From Oct-2007 to Nov-2009. Total operation of Housekeeping services.
- ❖ I had worked with A largest Company in Property & Facility Management Named "**IL & FS Facility Management & Services Ltd**" As **Operation Head Gujarat** From March.2010 to Nov.2011

My job responsibilities were as Under.

1. Operation, Monitoring of more than 60 sites of All Gujarat Region . (Banking , Industrial ,Corporate Sectors & Many More).Also the **TATA NENO PROJECT**.
2. Give Service satisfaction to the Client.
3. All the Documentations Like Billing of Client's & Vendor's, Statutory , Wages , Salaries , Break up's, Statements, Legal and extra....!
4. Follow-up for payment's, Billing & Client Satisfaction.
5. PAN INDIA Operations.
6. All other Activities which are related to Facility Managements.
7. Good Experience of MST works & Maintenance Works (Carpentry, Plumbing, Civil, Electrical). Including Chair & sofa shampooing & pest control and ext.

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- ❖ I had worked with India's largest staffing company called "**Global Innovsource Solutions Pvt. Ltd**" as **Facility Executive -Gujarat Region** from **June-2012 to August -2014**.

My job responsibilities are as below.

Daily Operations of More then 70+ Axis Bank Branches

1. Handling all Gujarat region IFM -Operation.
2. All the operation work like
  - Manpower management,

- Material management –requisition, order, distributions, Inventory.
- Uniform & shoes management.
- Maintain Day to day MIS & site reports.
- Compliance reports.
- Attendance preparation & salary.
- Mail communication with Client & HO with proper action plan of escalations.
- Invoice workings to invoice submission process.
- Payment follows up.
- Give support in BD area.

3. Handling all types of maintenance activities like plumbing, carpentry, civil, electrical and others. Vendor quotations and payment with budget.
4. All types of documentation like Joining, Clearance, legal, billing, checklist, attendance, statutory, weekly, monthly reports
5. Payment details
6. Billing sheets, Requisitions, HR formalities & many more.
7. From A to Z activities related to IFM-Recruitment, Joining, F&F, Legal, Attendance, Salary break up, Invoice workings, Payment collection , Client relation & Many more.
8. Service satisfaction to the client.
9. Periodic meeting with the clients and presentations.
10. Training of site employees and operation team ( MST's & Sup.)

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❖ Also, I had an experience to work with below mentioned companies.

- 1.WALSONS FACILITY SOLUTIONS PVT. LTD as Area Manager- Gujarat region**
  - 2.Checkmate Facility Services Pvt.Ltd as Area Manager.**
  - 3. Landmark Manpower & Allied Services Pvt. Ltd. as “Operation Manager & Marketing Manager”**
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At present I Am working With "World Class Services LTD" as  
Operation Manger - Gujarat from June – 2015 to Till date.

In this profile I am handling all over Gujarat region operations from  
ground to top level.

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I hereby declare that the above mentioned details are true and fair to the best of my  
knowledge.

Place : Ahmedabad

(RATHOD BHARAT S.)