

RESUME

CONTACT

Riyaz Ahmed Shaikh

+91 9714060 777

riyaz2480@gmail.com

Ahmedabad, Gujarat

[Linkedin.com/in/riyazahmed](https://www.linkedin.com/in/riyazahmed)

-Shaikh-98b89826

Date of Birth: 24th Aug.'1980



PROFILE

* A complete 20 years' experience providing administrative & facility management.

* Seeking for position where I can utilize my skills and experience for the betterment of the organization.

EDUCATION

* 1996 SSC from GSEB – Ahmedabad

* 1998 HSC from GSB- Ahmedabad

* B. Com from Gujarat University, Ahmedabad in 1999-2001

KEY

Managing the entire Facilities Management, Maintenance & administrative activities.

Agreement/AMC Contract Renewals, Project Property & Assets Management / Finance, Infrastructure Management / Securities, Transport, Hotel & Security System/ Health & Safety / Risk Management / Canteen Management / Pest Control, Compliance management etc.

Also lesioning with Contractors & interiors managing the office systems, which can often include the IT and all office equipment.
Achieve Key Performance Indicators & Service

MY OBJECTIVE

As a facility manager, my primary objective is to support the company's core goals by facilitating smooth flow of activities in delivering its business services. In order to this, I aim to impart my full expertise in planning, budgeting, delegating, networking, performance control and evaluation to all the processes within the company. I am also committed to utilize business practices that will maximize productivity while reducing operating costs

PERSONAL SKILLS AND COMPETENCES

- Admirable experience in managing all plants and buildings as per health and safety regulations
- Exceptional knowledge of property services and associate facilities
- Profound knowledge of managing budget for facilities; especially profit and loss statements
- Ability to prioritize workload as per requirement
- Ability to prepared everyday financial plans and control costs
- Familiarity with various Microsoft Office applications

CAREER HISTORY

Branch Manager	Techexpert Facilities India Pvt. Ltd.	June'22 to Conti....
<ul style="list-style-type: none">▪ Providing all type of services - Facility Management, Repair & Maintenance, AMC contract, Trading, Projects in accordance with standard Bessemer policies, processes, and procedures.▪ Work closely with a team of employees, both direct reports and colleagues in regional offices.▪ Coordinate the negotiations of new and existing contracts along with completing necessary vendor set up.▪ Provide all Electrical Utilities and equipment's – Access control, VRF Systems, all type of AC's , FAS, CCTV, D.G, UPS system Water, utility system. Also Managed all types of MEP Service across Gujarat.▪ Planning and coordinating all installations and refurbishments. And managing the upkeep of equipment and supplies to meet health and safety standards Inspecting buildings' structures to determine the need for repairs or renovations.▪ Managing HR Functions, including interviewing, recruiting, payroll. And manage end-to-end processes including workforce planning, recruitment, performance management and all people management practices.▪ Oversee all preventive maintenance programs for all utility.		
Facility Manager Circle Lead	JLL Property Consultants India Pvt Ltd.	2011 to 2022
<ul style="list-style-type: none">▪ Managed the Gujarat circle with a team of 49 staffs and managed a total area of 2.00 lakh sq. ft. technical and soft service area.▪ Managing all facilities across Gujarat Planning for space allocation, Budgeting, and all other operation programs etc...▪ Monitoring of all electrical system with all Electrical Utilities and equipment's – Access control, VRF Systems, FAS, CCTV, D.G, UPS system Water, utility systems. (Across all sites of Gujarat)▪ Sourcing and overseeing contracts and service providers for function s such as catering, cleaning, parking, security.▪ Ensuring that basic facilities are well-maintained and conducting proactive maintenance. Dealing with emergencies as they arise supervise all staff facilities staff (custodians, technicians, groundskeepers etc.) and external contractor▪ Planning for the future by forecasting the facility's upcoming needs and requirements Overseeing any renovations, refurbishments and building projects▪ Helping with office relocations & Employee relocations.▪ Managed Cab & Hotel Booking, for local & out station visit for employee & arrangement of Train Bus ticket.▪ Managing all vendor contracts/ agreements process and compliance, and PR (Purchase Request), PO (Purchase Order) for Work.▪ Liaise & follow up with client for required electrical outage/shutdown for Conducting PPM Activities to all branches as per schedule▪ Audit Compliance and Audit management - Site Compliance management (Rent Agreement, Property TAX payment, Lift, Fire NOC, S&E License etc.). Labor audit management (PF, ESI, Prof. tax Bonus Etc.). Fire And Safety Audit management, Security and Safety Audit management, BCMS ISMS & EHS Audit managed.▪ Overseeing the Security Function Give structured briefing to the security supervisor & guards on discipline, duty, courtesy, etc.▪ Handling day-to-day systems administration tasks that include planning, installation, maintenance and upgrade of all Electrical System and Electrical Equipment's.		

- Responsible for Diesel Generator Daily and Planed PM, (B check, C Check) across all site of Gujarat.
- Responsible for Transformer Daily and Planed PM. Tracing Daily Tracker and do work with 52-week calendar Energy saving Activates, planning and do Conference-call by weekly.

Asst. Manager - Administration & Facilities SKS MICROFINANCE LTD. 2009 - 2011

- Managed Regional offices & 105 Branch offices across Gujarat.
- Managed Transportation and food and Hotel Booking for local & out station visit for employee and organized event.
- Real Estate @ Space Planning Budgeting & Costing – Planning and Organizing skills & Liasoning with govt. authorities and taking necessary approvals whenever required
- Landlord & management & Lease registration Lease renewals/ Extensions & Co-Ordinate with Builder, Advocate and Party and complete all process of property and negotiate.
- Vendor development & management for maintenance & renovations in the estate.
- Compliance and Audit management - Site Compliance management (Rent Agreement, Property TAX payment, Fire NOC, S&E License etc.). Labor audit management (PF, ESI, Bonus Etc.).
- Supervision of all branch rollout admin budget and projects i.e. property sourcing, branch handover, branch renovation, snag closer & new assets requirements etc.
- Supervision of all branch rollout admin projects i.e. property sourcing, branch handover, branch renovation, snag closer & new assets requirements etc. & managed RO/Branch wise admin budget management

Assistant Account & Admin MANALI SALES AGENCY 2001 –2009

- Overseeing and agreeing contracts and providers for services including security, parking, and cleaning, catering, technology and so on Identifying the appropriate vendors for AMC's (All site M/c AMC'S Or repairing work) Knowledge of local health and occupational safety requirements Knowledge of critical facilities
- Knowledge of vendor management for specialized services
- Proven capacity to understand and interpret commercial contracts Strong budget management and financial analysis skills services

Reference:

1. **Vinod Bhatt : 9873656403**
2. **Amit Jain : 7982410598**

Thanks & Regards,

Riyaz Ahmed Shaikh