***Curriculum Vitae***

**Gururaj Ramamurthy Iyer Mobile No - 9819411996 E-mail - gururajiyer75@gmail.com**

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**A BBA graduate with strong facilities and administrative experience.**

**Adroit at – Facility Management Office Administration**

**Waste Management Transport Management**

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**Professional Experience**

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**Shantigram Utility Services Pvt Ltd. (Adani Realty Group)**

**Period: November 2015 to till date (7.6 Years)**

**Designation: Manager Reporting to General Manager**

**Roles and Responsibilities**

Facility Management

Waste Management

Vendor Management Including SLA & Billing

**Facility Related**

* Handling the Facility Operations for 600 Acre Shantigram Township at Ahmedabad.
* Presently handling 6 residential clusters ranging from budget homes to Villas. Total apartments / Villas under operations is 4000
* Ensured the facility site management operations are in compliance with Adani standards.
* Ensured the vendor facility team is qualified and trained to perform their duties.
* Coordinated for all reactive work and preventive maintenance programs for the clusters / township, consistent with our KPI or KRA.
* Managed vendor contracted services as required.
* To ensure that statutory compliances are in force always
* To ensure and put in practice Standard Operating Process for all facility functions
* SPOC for Waste Management for Adani Shantigram Township which includes collection and disposal.
* SPOC for Manpower Contract bills clearance and SLA.

**Achievements**

* Awarded for internal learning program which is known as “E- Vidyalaya in 2019 -20.
* Awarded as “Hero’s for Covid – 19.
* Promoted as Manager

**Volunteering**

* By utilizing optimal workforce during the covid time, we were able to disinfect clusters without deviation or additional cost.
* Achieved for basic supplies arranged from a local seller at covid 19.

**Jones Lang Lasalle**

**Period: June 2008 - November 2015 (7.5 Years)**

**Designation: Facility Manager Reporting to Associate Director**

**Client Details:**

Royal Bank Of Scotland (RBS) Group from June 2008 onwards to December 2011

Tata Consultancy Services from Since January 2012 to December 2012

Reliance Corporate IT Park from January 2013 to August 2014

HSBC from September 2014 to April 2015

Pfizer Limited from May 2015 to November 2015

**Roles & Responsibilities**

Responsible for safe work space and enhance the productivity, which includes space management, communications, health and safety, housekeeping & security.

**Facility Related**

* Coach and develop vendor associates, supervisors and managers for performance improvement and for their own career development.
* Ensure Planned Preventive Maintenance for Housekeeping is undertaken in accordance with specified schedule.
* Cross check the HK Inventory in terms of Quality / ARC Rates / negotiated rate without compromising the quality.
* Overseeing all administrative tasks across the different departments, including maintenance of premises.
* Liasoning with Land Lord for any issues within building premises for Health & safety.
* Ensured the vendor payments are made on time for smooth operations.
* Quarterly meet with client to update on going issues and improvements.
* Reviewing the Monthly Management Report to client and other reports as required and achieving client satisfaction.

**Achievements**

* Appreciated for organizing Dandiya & Reliance Family day event for Reliance employees
* Promoted as Facility Manager from January 2012 at TCS handling 1, 65,000 Sqft with 3000 employees
* Appreciated for introducing the snacks vending Machine in the premises
* Various Cost Saving initiatives done primarily relating to the refund of Electricity Government Exemption amount from Reliance Energy for Rs.16 Lacs approx.
* Based on the performance at one site, additional responsibility for handling two more RBS facilities were given.

Volunteering

* Achieved for creating a sick bay and stress release area for employees in the current facility.

**IBM Daksh Business Process Services Private Limited**

**Period: June 2006-May 2008 (1.11Years)**

**Designation: Senior Executive reporting to Admin Manager**

**Roles & Responsibilities**

* Responsible for Fleet Management & Quality Compliance & daily rostering.
* Ensuring 90% of On Time Arrival & On Time Departure.
* Co-ordinating with Transport Security Guards for FFPD as per IBM Policy.
* Ensuring E-Sat > 80% at all times.
* Monitoring and Managing Vendor SLAs;
* Oversee the facility management ( cleanliness, critical equipments,

Cafeteria etc) & others services if any.

**Achievements**

* Appreciated for good rostering.
* SPOC for Fleet Management & Quality Compliance.

**Cushman & Wakefield India Private Limited for ICICI One Source**

**Period: August 2004- May 2006 (1.10 Years)**

**Designation: Duty Manager reporting to Admin Manager**

**Roles & Responsibilities**

* Supervision of administration and support services for the facility and manage the day to day function.
* Maintenance and upkeep of the facility of 1,00,000 Sqft with overall strength of 800 + people.
* Handling the entire team of supervisors for the upkeep of facility.
* Single Handed key management of client.

**Achievements**

* Joined as Executive and promoted as Duty Manager with in a year.
* Awarded for Best Commendable General Service for 2004.

**Eurocon Tiles Company**

**Period: April 2001 to July 2004 (3.4 Years)**

**Designation: Office Assistant**

**Roles & Responsibilities**

* Prepared documents like quotation, Petty Cash, daily plan of sales officers.
* Handled daily correspondence of west region.
* Interacting with HO for daily sales figure and payment of vendors and other issues if any also making tele calls for sales.

**Prakash Air Freight Private Limited (Stationed at Mumbai Airport)**

**Period: August 1998 to March 2001 (2.8 Years)**

**Designation: Airport Staff**

**Roles & Responsibilities**

* Receiving incoming consignments and preparing details thereof.
* Prepared Pre-Alert File for Consignment dispatches.
* Notification through email of all consignments dispatched.

**Achievements**

Was promoted from office staff to airport staff duty with additional responsibility.

Efficiently maintained all the records of load receivables and dispatches.

References: Will be submitted on request

**Gururaj R Iyer**