HARISHARAN K. KORI

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**Seeking assignments in Facility Management / Repair & Maintenance / General Administration / Housekeeping / Vendor Management / Staff Management with an organisation of repute**

***Preferred Location - Ahmedabad***

**Professional Overview**

* A competent professional with **over 13 years** of rich experience in Equipment Repair & Maintenance, Installation & Commissioning, Facility Management, General Administration and Staff Management.
* **Presently employed by Reliance Retail Limited, Ahmedabad as Deputy Manager – Facility Management.**
* Proficient in handling all aspects of General Administration, Facility Management, Equipment Repair & Maintenance, Housekeeping, Vendor Management, Technical Management, etc.
* Expertise in handling Infrastructure Projects at the development phase and facilitating all the requirements.
* Honed skills in handling day-to-day activities in co-ordination with internal / external departments for smooth functioning of the organisation.
* Demonstrated skills in client relationship management coupled with remarkable exposure in guiding, directing, developing and motivating the team members.
* Possesses excellent communication & interpersonal skills as well as ability to understand client needs.

**Core Competencies**

**- Strategic Planning - Facility Management - General Administration**

**- Technical Operations - Repair & Maintenance - Equipment Management**

**- Vendor Management - Project Management - Man & Material Management**

# Organisational Scan

**Since Sep 2010 Reliance Retail Limited, Ahmedabad as Deputy Manager – Facility Management**

**Key Deliverables:**

* Monitoring & managing overall Maintenance activity of Food process plant and ware house equipment.
* Managing communications and updating the same to senior.
* Carrying out various activities pertaining to complete facility management for all staff within the department.
* Performing Facility Management activities including Housekeeping, Sitting Arrangement and Maintenance of Furniture, Air Conditioners, Water Purifiers, etc.
* Developing Stable & Reliable Vendors and negotiating with them, maintaining AMC and ensuring timely orders and payments.
* Ensuring maintenance of equipment at the Food Processing Plant including FFS m/c, Air Compressor, Cold Rooms and MHE with proper cost control.
* Preparing and maintaining monthly MIS related to all expenses incurred.
* Monitoring and handling Infrastructure Projects at the Development stage.
* Collecting and distributing materials, tools, or other stock items in order to fulfil technician requests.

**May 2005 to Aug 2010 M/s. MEDC Pvt. Ltd., Location** *(C/o Larsen & Toubro Ltd. Petrol Pump Division)*  **as Engineer**

**Key Deliverables:**

* Involved in Side Erection, Installation & Commissioning of Dispensing Unit, Pipeline, and Auto LPG Dispenser.
* Ensured Repair, Maintenance and Calibration of Compressor, Pneumatic System, Actuator, Compressors, Motor, Pump, Hydraulic System Submersible Turbine Pumps, etc.

**Apr 2004 to Apr 2005 M/s. Infinity Services, Location** *(Franchisee of Larsen & Toubro Ltd.)*  **as Engineer**

**Key Deliverables:**

* Carried out Repair, Installation, Commissioning and Preventive Maintenance of Petroleum Dispensing Pump and Fuel Pumps Piping System.
* Worked on site environment and carried out daily activities; gained good knowledge of the potential hazards.
* Handled mechanical and electronic systems and ensured their repair and maintenance.

**Apr 1997 to May 1999 Electro Built, Ahmedabad as Technician**

**Key Deliverables:**

* Ensured installation, commissioning, break-down and preventive maintenance of Top Man Emergency Escape Device and Fall Protection Devise (Counter Weight) System on drilling rig of ONGC and other project sites.

# Achievements

* Instrumental in setting-up service network in Middle East (Saudi Arabia) and East Africa (Uganda, Kenya, Tanzania & Congo) to support sales team at the international location, with M/s. MEDC Pvt. Ltd.
* Essayed a key role in embracing and absorbing new concepts and technologies and generating new ideas.

# Academic Credentials

**Diploma Electronics & Communication** from Technical Education Board Gujarat State 2003 65.88%

**IT Skills**

* Well versed with MS Office, Programming in “C”

**Personal Dossier**

Date of Birth 11th Feb, 1979

Languages KnownEnglish, Hindi & Gujarati

References Available upon request