**VISHWENDRAJEET BHARDWAJ**

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*Targeting opportunities in* ***Facility Maintenance / Project Management*** *in* ***Construction*** *industry*

***Location Preference:******North/West/ PAN India***

**PROFILE SUMMARY**

* Result-oriented Professional with **7 years** of experience in multiple phases of **Maintenance, Facility Management, Project Management** in large corporate environment; **trained on SAP / NOW**
* Extensively worked on:
* **Facility & Buildings Maintenance**
* **Project Planning & Execution**
* **Utilities Maintenance** ofChiller, Compressor, Pump House, HT/LT Panel, HVAC, Transformer & DG (Diesel Generator)
* Construction of offices including AC (Air Conditioning) & Interior
* **MEP** **Activities**
* **Maintenance** **of Fire & Safety equipment** (Hydrant System, Fire alarm System, Extinguisher,)
* Supervised the entire project **day-to-day operations** through working in close proximity with all the major operational and non-operational departments
* Enhanced **plant service and equipment** **reliability** by improving workflow, optimizing maintenance processes
* Negotiating rent for the new upcoming location and renegotiating rent of existing locations to optimize the operational cost.
* Coordinating & participating in **audits** like **SEDEX**, **Social Audits, ISO 45001** Audits to check compliances
* Possess in-depth understanding of **latest technological advancements**, regulations, guidelines & statutory compliances and ensured quality and effectiveness of the **various management systems**
* Effective planner with proficiency in **coordinating with vendors** for streamlining & defining continuous improvement processes

**CORE COMPETENCIES**

***Project Planning & Execution***

***Facilities Management***

***Property Identification***

***Rent Negotiation***

***Inventory Management***

***Budgeting & Cost Control***

***MEP Operations***

***SOP Implementations***

***Team Building & Leadership***

**ORGANIZATIONAL EXPERIENCE**

**Oct’22 – Present: ICICI Bank**

**Infra Facilities Manager (Facility Maintenance, Property & Projects)**

**Key Result Areas:**

* Managing **repair and Maintenance** of assets and interiors of property
* **Searching new property** for relocation/opening new branch/backend office as per Business requirement and coordinating with **Advocates and legal team** to get it validated
* Exploring and implementing new ways to **digitize** the existing **process and checklists**.
* Managing **Turnkey projects** for construction of branches/ Backend offices.
* **Negotiating rents** of upcoming offices and re negotiating existing ones to reduce rents.
* Performing **power consumption analysis** to optimize power consumption as per standards.
* Doing **space optimization** to fully utilize the rented property.
* **Tracking age of equipment** to minimize the chances of breakdown and to **increase the efficiency** of the system,
* Performing **cost analysis** for upcoming projects to rationalize the cost.
* Working on getting the branches/backend offices **green building** certified.
* Understand/**tracking rent trends** of different locations.
* Implementing & enforcing regulatory controls through **checklist and online portals** for facility inspection & process management in conjunction with regulatory agencies, safety inspection organizations and in accordance with standard best practice
* Collaborating with **Architects, Construction Leaders, Contractors, Developers** and others towards safest design, development, construction and operation of all prospective
* Conducting **weekly team meetings** to understand department operations, budget analysis & adherence, departmental trainings and staff management
* Maintain systems in accordance with the **practice & procedures**.
* Driving maintenance & facility management for ensuring **smooth** & **nil downtime**; testing and ensuring all systems are **100% operational & functional** in protection of assets, material goods and people
* Developing **vendor relations, evaluating their performance, managing contracts** to obtain right cost for services and monitoring procurement & storekeeping of spare parts
* Participating in annual **operational budget preparation**, **controlling operations** within the budget limits and formulating monthly MIS reports
* Analyzing the requirements of **projects, providing cost, labor, and time estimate** and setting up procurement plan to get the best value for money
* Setting **work program** & **target milestones** for each phase based on the project plan
* Administering & **resolving contractual, commercial & technical matters** for new or existing projects; ensuring that the management understand & adhere to contractual obligations

**Dec’19 – Oct’22: Vodafone India services pvt. ltd.**

**Senior Executive (Facility Maintenance, Utilities & Projects)**

**Key Result Areas:**

* Supervising & coordinating with **Supervisors & Team** to implement & maintain systems in accordance with the practice & procedures.
* Driving maintenance & facility management for ensuring **24X7 operations** & **nil downtime**; testing and ensuring all systems are **100% operational & functional** in protection of assets, material goods and people
* Monitoring **utilities & technologies** to ensure best use of energy with **consistent attention to conservation** and supervising **installation of various time saving**, security & protection system
* Managing utilities includes 250 TR x 3 chillers, 1000KVA DG SET x 2, 2000 KVA Transformer & HVAC with CFM as per floor requirement
* Maintaining **Data Center** to Ensure zero breakdown.
* Formulating new **SOPs & methodologies** for time management, work order prioritization & preventive maintenance and maintaining schedules, logs, documentations & administration for concise recordkeeping
* Implementing & **enforcing regulatory controls**, facility inspection & process management in conjunction with regulatory agencies, safety inspection organizations and in accordance with standard best practice
* Collaborating with **Architects, Construction Leaders, Contractors, Developers** and others towards safest design, development, construction and operation of all prospective
* Conducting **weekly team meetings** to understand department operations, budget analysis & adherence, departmental trainings and staff management
* Developing **vendor relations, evaluating their performance, managing contracts** to obtain right cost for services and monitoring procurement & storekeeping of spare parts
* Participating in annual **operational budget preparation**, **controlling operations** within the budget limits and formulating monthly MIS reports
* Analyzing the requirements of **projects, providing cost, labor, and time estimate** and setting up procurement plan to get the best value for money
* Directing **spare part management** and development of alternate vendor for **importing machine consumables** and **non-critical spares**
* Setting **work program** & **target milestones** for each phase based on the project plan
* Administering & **resolving contractual, commercial & technical matters** for new or existing projects; ensuring that the management understand & adhere to contractual obligations
* Training & mentoring the team members; creating & sustaining a **dynamic environment that fosters development opportunities** & motivates high performance amongst team members

**Aug’15 – Oct’19: Arvind Ltd.**

**Senior Executive (Facility Maintenance, Utilities & Projects)**

**Growth Path:**

**Aug’15-Jul’16:** Graduate Engineering TraineeTechnical Administration (Construction)

**Since Aug’16: Senior Executive** (Facility Maintenance, Utilities & Projects)

**Key Result Areas:**

* Formulating new **SOPs & methodologies** for time management, work order prioritization & preventive maintenance and maintaining schedules, logs, documentations & administration for concise recordkeeping
* Implementing & **enforcing regulatory controls**, facility inspection & process management in conjunction with regulatory agencies, safety inspection organizations and in accordance with standard best practice
* Driving maintenance & facility management for ensuring **24X7 operations** & **nil downtime**; testing and ensuring all systems are **100% operational & functional** in protection of assets, material goods and people
* Monitoring **utilities & technologies** to ensure best use of energy with **consistent attention to conservation** and supervising **installation of various time saving**, security & protection system
* Collaborating with **Architects, Construction Leaders, Contractors, Developers** and others towards safest design, development, construction and operation of all prospective
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* Directing **spare part management** and development of alternate vendor for **importing machine consumables** and **non-critical spares**
* Administering & **resolving contractual, commercial & technical matters** for new or existing projects; ensuring that the management understand & adhere to contractual obligations
* Training & mentoring the team members; creating & sustaining a **dynamic environment that fosters development opportunities** & motivates high performance amongst team members

**PROJECTS UNDERTAKEN**

**Project Title: Semi Centralized RO Plant**

Description: The project provided purified drinking water. Various RO plants ranging from 500 LPH to 3000 LPH were installed at strategically planned locations according to the requirements. Total piping length for the project was 15000 running meters.

**Project Title: Erection of a Garment House**

Description: Planned & arranged infrastructure and utilities for the same. The plant had a total compound area of 12540 sq. mtr. Utilities included 1000 KVA Transformer, 500 KVA DG, 3 Compressors (140 CFM each), Pump House (Separate for Fire and Raw) and 5 Boilers 45 KVA each.

**EDUCATION**

**B.Tech. (Mechanical Engineering)** from Maharishi Markandeshwar University, Maharishi Markandeshwar Engineering College in 2015 with 68.1%

**12th** from Pratap Public School (CBSE) in 2011 with 71.7%

**10th** from Pratap Public School (CBSE) in 2009 with 82.3%

**Certifications**

* CQI and IRCA certified Lead Auditor for ISO 45001:2018 through BSI
* The Indian Green Building Council Accredited Professional.

**Recognition**

* Received Star Award from Vodafone India shared services for crisis management during Covid 19 Pandemic

**PERSONAL DETAILS**

**Date of Birth:** 31st October 1992

**Languages Known:** English, Hindi & Gujarati

**Address:** Flat number M 107, Swareet Apartment, Vejalpur, Ahmedabad