**MANISH KUMAR THAKAR**

**Mobile:** 9909970533 ~ **E-Mail**: manish.thakar2001@gmail.com

**In quest of growth oriented assignments in General Administration / Facilities Management with an organization of high repute**

**CAREER SUMMARY**

**With 10.5 years of experience in the areas of :**

- General Administration - Facility Management - Cost Savings

- Operations & Maintenance - Asset Management - Security Management

- Purchase / Vendor Management - MIS Reports - Budgeting Management

- Contract Management - Operations Management - Project Management

- Event / Visitor Management - Transport Management - Helpdesk Management

**EXPERIENCE AND ORGANISATIONAL DETAILS**

* + **Shailya Super Specialty Hospital & I.C.U. Manager – Admin Since Jan’14. – Till date**

Hospital Industry

* + **HCG Hospitals Pvt. Ltd- Ahmedabad Assistant Manager – Admin Since Sep’ 08. – Dec 2013**

Hospital Industry

* + **Sterling Hospitals Pvt. Ltd- Ahmedabad Supervisor – Transportation Since Jun’ 06 – Sep’08.**

Hospital Industry

* + **Educomp Solutions Pvt. Ltd Zonal Officer - Since Jun’ 05 – Jun-’06**

It’s a deals in Education and Training.

**Key Result Areas:**

* Directing the efficient rendering of facilities including Office Facility and Asset Management
* Taking care of transport management includes managing of cabs and Ambulance facility, there route planning, monitoring duty roasters and maintaining proper checklist for safety measures , ensuring proper security, safety and disciplinary standards in cabs and Ambulance for the safety of employees/Patients while they travel.
* Maintaining Proper Infrastructure of the company.
* Looking after the Procurement of IT and Non IT items and responsible for subsequent stock availability and Handling all the bills of various vendors and responsible for all bills processing and ensuring smooth payment for the same.
* Budget preparation and adherence to the same. Assists in forecasting, monitoring and tracking expenditure and ensure that the expenditure shall not exceed from the approved budget allocation. Focus on cost reduction and implement cost saving measures in the line of company policy.
* Drawing costing graph and charts of each cost centre related to branch expense.
* Liaising with the government and non-government organizations for ensuring compliance with statutory requirements and obtaining clearances and licenses for smooth working condition in the premises.
* Generating Monthly MIS reports on the analyses of consumption trends of consumables for apprising the seniors.
* Manage the Guest House, Hotels and Seat management.
* Organizing and attending reviews meetings on monthly basis and Providing Training and guidance to Drivers, Security and staff.
* Managing all the aspects of facilities management such as AMC’s, repairs and renovation of facilities, furniture & fixtures, and Handling New project , Events management and multiple location.
* Managing the Fire fighting System, Access control system, Projectors, CCTV’s, Public Address System and Attendance System.
* Implementing purchase schedules for the vendors and ensuring alignment with organisational objectives.
* Selecting and developing vendors for meeting various facility requirements of the organization.
* Negotiating and finalizing of all office related contracts/supplies for the organization and develop and maintain healthy professional relationships with all vendor/suppliers to ensure prompt and priority services.
* Conduct periodical checking/Audits of the facility. Work closely with Maintenance, Housekeeping, and Security and Access control team to close any possible gaps. Carry out periodic facility Audits to ensure that the facility meets the industry standards.
* Handling all matters related to company leased accommodation and property transaction and subsequent security deposit refunds. Estate matters including execution of lease deed agreements, Guesthouses.
* Planning and implementing security policies and procedures.
* Administering Security Programs to guard against theft, fire, damage, violence or other threats and setting up fire hydrants and smoke detectors. Carrying out Fire Safety audit of installations.

**SCHOLASTICS**

* **MBA (Operations) - Sikkim Manipal University.**
* **B.Com. - Saurastra** University.

**OTHERS:**

* **Certificate Course in Enterprise System Network Administration - from IIHT**
* **NCC ‘’B’’ Certification**
* **5’S Training & involvement in 6Sigma projects. (TUV-SUD)**
* **Training on Problem solving and decision making. (ICFAI)**

**PERSONAL DOSSIER**

Date of Birth:   26th February 1983

Languages: English,Gujarati & Hindi

Address:  65, Swastik Park Society

IOC- Tragad Road

Nr. Umabhavani

Chankheda – Ahmedabad - 382424

(MANISH KUMAR THAKAR)