

Tom Antony Nidhin

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SUMMARY

An experienced and qualified Facilities Manager, with a vast knowledge of various sectors including operations, asset management and contract management.

Extensive experience in both project and budget management, alongside a strong health & safety awareness.

A knowledgeable and focused individual with excellent organization and leadership skills with experience in supervising and management.

Critical thinker – Ability to take ownership of issues and to work alone with little or no supervision.

Fully aware of compliance with company quality and operational policies and procedures.

PROFESSIONAL EXPERIENCE

SODEXO – Technological University Dublin (TUD)

Jul 2019 - Present

Facility Manager (Sodexo -KTCS)

June 2021- Present

- Leading the contract – ensuring standards are set and delivered, talent and resources are utilised optimally, client relationships are nurtured and developed. All opportunities for best practise and capability growth are leveraged.
- Delivering on financial and operational target – Ensuring that committed targets are met or exceeded and that costs & revenues are closely managed.
- Selecting, managing, engaging and developing highly performing and diverse operating teams with the right skills and capabilities.
- Deployment of account strategy and ensuring that effective plans are in place to deliver against strategy.
- Planning and coordinating all installation and refurbishments.
- Managing the upkeep of the equipment and supplies to meet health and safety standards.
- Inspecting building structure to determine the need for repairs or renovations.
- Ensuring basic facilities like Water and Heating are well maintained.
- Manage day to day contract workers on site with the services provided.
- Allocating and managing the space between the rooms.
- Asset management and BIM management.
- Maintain ongoing communication with contractors, clients and team.

Facility Coordinator (Sodexo - TUD)

Jul 2019 – June 2021

- Leading activities around performance planning and evaluation advice.
- Mobilization of helpdesk systems and BMS in the Grangegorman TU Dublin contract.
- Auditing, gathering and analysing data in order to report on the performance of KPIs for the TU Dublin campus accounts against Service level agreements.
- Establishing performance monitoring indicators for each service and compliance checking for each service.
- Carrying audits against service standards.
- Identifying and resolving potential service performance shortfalls and instances of unavailability.
- Collaborating with managers in reviewing data from the operational system and assisting in developing improvement plans.
- Acting as a pro- active subject matter expert for senior management and other relevant stakeholders.
- Producing month end report for the authority by gathering data from BMS, CAFM and E-Cat system.
- Design and lead progressive initiatives around capacity building of workforce incl. planning, facilitation of training and workshops.
- Approval of SAP invoices for the TU Dublin accounts.

ECS Recruitment

Feb 2019 – Jul 2019

Senior Recruitment Consultant

- Screening candidates and drawing up shortlists of candidates for clients to interview
- Managing and growing portfolio of clients
- Building relationship between candidates and clients
- Managing full recruitment process
- Interviewing and assessing prospective applicants and matching them with vacancies as client companies
- Helping applicants to prepare for interview
- Holding open days for job seekers where more information is provided about the company and registration of interest is completed
- Attending exhibitions and networking meetings
- Sales calls and business development

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SKILLS AND INTERESTS

Staff management
Contract management
Technical Recruiting
First Aid
Microsoft Tools Professional
Exercising and Health Care
Team Sports

PROFESSIONAL EXPERIENCE

Clarity Locums

Nov 2018 – Feb 2019

Recruitment Consultant

- Sourcing high quality candidates via company database, social media, job board and referrals
- Advertising vacancies on job boards
- Screening and shortlisting candidates
- Conducting phone interviews
- Setting up F2F interviews between the client and the candidates
- Building strong relationships with candidates and clients
- Referencing candidates to ensure quality and suitability
- Following up on feedback from relevant parties

Your Smile Direct

March 2017 – Oct 2018

In- House Recruiter/ Trainee HR

- Developing and implementing organizational recruiting strategies to attract the best qualified candidates
- Conduct interviews by evaluating employment factors such as job experience, education, training, skills, knowledge, abilities and other data relevant to the selection process
- Preparing, extend and negotiate competitive job offers
- Keep HR Business partners and hiring managers updated as appropriate while effectively interacting with all levels of employees, answering questions and providing information
- General administration when required, excellent telephone communication skills
- Keeping up to date with legislation and practices within the industry
- Contact references and perform background checks
- Processing paperwork for new starters
- Inform applicants about job details such as benefits and conditions
- Preparation of staff handbooks

Konkan Indian Restaurant

March 2016 – Dec 2016

Front Office Coordinator

- Coordinating daily front of house and back of house restaurant operations
- Responding efficiently and accurately to customer complaint
- Organising and supervising shifts
- Regularly review product quality and research new vendors
- Estimate future needs of goods, kitchen utensils and cleaning products
- Ensure compliance with sanitisation and safety regulation

Education and Qualification

Leaving Cert | June 2012

Institute of Education, Dublin

BA(Hons) Human Resource Management Strategy and Practice, Level 8 | 2020

National College of Ireland, Dublin