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| Contact |  | |
| (Mobile) +353 873950911 |  | |
| Email : |  | |
| [arunchaudhary.ggn@gmail.c](mailto:arunchaudhary.ggn@gmail.com)om |  | |
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| [(LinkedIn)](https://www.linkedin.com/in/arun-chauhan-96548276?jobid=1234&lipi=urn%3Ali%3Apage%3Ad_jobs_easyapply_pdfgenresume%3BZUBcGhHUTGSVJKoxvCY4Cw%3D%3D&licu=urn%3Ali%3Acontrol%3Ad_jobs_easyapply_pdfgenresume-v02_profile)  http[s://w](http://www.linkedin.com/in/aru)ww.l[inkedin.com/in/aru](http://www.linkedin.com/in/aru) n-chaudhary-26b35a21  Languages |  | |
| English (Full Professional) |  |
| Additional Skills |
| * + - Project Management. |
| * + - Facility and building |
| Management. |
| * + - Business continuity |
| analysis and risk |
| Management. |
| * + - Disaster recovery site |
| Coordination Services. |
| * + - Health and Safety at Workplace. |
| * + - Telecommunication and |
| Data Centre equipment Handling. |
| * + - Security and Surveillance. |
| * + - Transport and parking Management. |
| * + - Cost and vendor Management. |
| * + - Stock and inventory Management. |
| * + - Event and planning Management. |
| * + - Budget and MIS. |
| * + - Electrical, mechanical & Plumbing for building |
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| Arun Kumar Chaudhary |
| DUBLIN 24 – IRELAND |
| (Visa Status – Stamp 1G) |
| (Learner License – BW) |

# Summary:

Experienced professional with an aim and focus to lead an organization business operation & facility management for business continuity and sustainability program. Reviewing and analyzing risk factor to mitigate any disaster up to minimal impact of disruption over cross functional between organization, partner and customers.

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## Experience:

### Senior Facilities Coordinator

SS&C wealth and Insurance Ireland Limited (Nov 2021-Present).

* **Building Operations** - Work with external contractors to ensure that all aspects of building mechanical and electrical infrastructure are performed as expected, addressing any issues, planned and unplanned, that arise and escalating wherever required
* **Building Audits** – Conduct regular building audits to identify areas of the premises that require maintenance, repair, or decoration. This includes negotiating and obtaining quotes **Contractors** – Arrange contractors and sub-contractors to conduct works to the buildings, ensuring they carry out their work in a safe and responsible manner.
* **Health & Safety** – Conduct workstation assessments, risk assessments, personal evacuation plans, accident investigation and fire & first aid coordination. Ensure the sites are not in breach of any health and safety legislation.
* **Business Continuity** – Participate in emergency planning as well as emergency situations, ensuring that documents in relation to the sites are up to date and relevant.
* **Risk assessment and disaster management** – Risk assessment and implementation of remedial action to minimize the impact in case of any disaster.
* **Cleaning** – Liaise with the cleaning contractor and onsite housekeepers, ensuring the cleanliness of the sites. Conduct a monthly walk round with Contract Manager.
* **Catering** – Work closely with the catering contractor ensuring all catering equipment is in working order and on initiatives that require to be communicated out to all employees.
* **Facilities Helpdesk** – Logging reactive maintenance tasks on the Facilities Helpdesk **Procurement –** Purchase of office sundries, mechanical & electrical spares, and any other sundries in relation to the Property and Commercial business function. This includes obtaining quotes, raising requisitions, and receipting on the current finance system
* **Space Planning** – Update occupancy reports on a regular basis to assist with space planning requirements.
* **Office Moves (Internal & External) and Capacity Planning** – Plan and co-ordinate office moves as and when necessary – this will include weekend and/or evening working.
* **Car Parking** – Administration for employee parking requirements.
* **Finance** – Creating purchase orders and authorizing invoices under the Property and Commercial cost codes.
* **Vendors** – Assist reception by liaising with vendors to obtain relevant documentation for them to come on site and sell products.
* **Team Meetings** – Attend and participate in various team meetings including Environmental health and safety meeting.
* **Room Set Ups and Adhoc Events** – Point of contact to ensure all meeting rooms are ready for business and that all configuration changes are completed within the agreed timescales
* **Communications** – Issue out communications to the wider business on matters related to Property and Commercial requirements

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### Dunne’s Stores

Store Assistant - Dublin (June 2020 – November 2021)

Stock management.

Inventory control.

Upkeep of daily stock refiling as per standard. Finishing task in given time.

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**Gems Education society**

Operations and public relationship manager (May 2019 to December 2019)

Maintaining good infrastructure and taking care of facility services for day-to-day work of 5acre educational campus.

Operating Housekeeping services for student strength of more than 1200 and team of 70 outsourcing staff.

Company Lease/Database management and record keeping.

Administration planning and implementation.

Cost management related to all kind of admin procurement like stationary,

Housekeeping consumables, pantry requirement etc.

Cost management and analysis of Capex expenditure Budget analysis and expenditure report on quarterly basis.

Event management for school event, CSR activity and other outdoor activity.

Dealing with vendors and maintaining relationship for daily activities providing negotiating and closing the deal with quality as per company standard.

Office projects management.

Security and surveillance management.

Transport management & compliance with CBSE guideline.

Maintaining monthly MIS and presentation for admin related jobs.

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**360 Realtors LLP**

Manager Customer support and client relationship (July 2018 - May 2019)

Manager Admin, taking care of 26 office location spread across all India Location.

Core function of this job description is to deal with:

Vendors, Property owners, Legal and Government authority.

Travel and Hotel booking.

New office set- up which include-Design, project, Electrical, HVAC, Interior and Budgeting.

Monthly and quarterly meetings with management for review with the MIS database.

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**Gems Education society**

### Operations and public relationship manager (Dec 2017-May2018)

* Handling school campus of 5 acre along with All the MEP equipment and public relation management.
* Vendor management and procurement.
* Legal and government authority relationship management.
* Building infrastructure and project management.
* Security, surveillance, Transports and event management.

----------------------------------------------------------------------------------  **IHS Markit India Services Pvt. Ltd**

Business Administration Manager (August 2014 to December 2017)

Office setup of 1.25lacs sqft with1200 employee to be accommodated.

Vendor operation and budget management.

Procurement and new office project supervision.

Transport, Parking and building management.

Security, surveillance, event management.

Budgeting and Monthly review with Management.

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**Canon India Pvt. Ltd.**

Sr. Executive (May 2011 to July 2014)

* Office setup of 1lacs sqft with 800 employee and 60k sqft for 350 employees to be accommodated at two different locations.
* Vendor operation and budget management.
* Procurement and new office project supervision.
* Transport, Parking and building management.
* Security, surveillance, event management.
* Budgeting and Monthly review with Management.
* Genset, MEP, HVAC, Data Centre, Telecommunication supervision.
* Front office and guest relationship management.
* Epabx and networking support for office set-up.
* Inventory management for consumables

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# Professional Skills

* Vendor Relationship management.
* Inventory and Stock control.
* Security and surveillance.
* Budget and planning.
* HVAC, Office Mechanical electrical supervision.
* Front Office handling.
* Office Project Management.
* Client Relationship Management.
* Housekeeping and catering services.
* Operations Management.
* Procurement and supply.
* Business continuity planning (ISO22301).
* Risk assessment and disaster management.
* First Aid and Fire Safety.
* Workplace management.
* Office Administration.
* Purchase order and Invoicing.
* Data analysis and report.
* Event management.
* Scheduling and Cost control.
* Travel and Transport handling.

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# Education

## Professional Diploma in Office administration University College Dublin - 2021-2021.

## M.sc in Digital marketing Dublin Business School - 2020-2021.

## MBA in Operations management and Human resources - Amity university Distance learning 2008 to 2011

## B.com in Commerce 2004 to 2007

# Certification

# First Aider.

# CPR Certified.

# Firefighting and Evacuation Trained.

# ISO22301 (BCP) Certified.

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