**Curriculum Vitae**

**PARVEEN VASHISTH**

****

**Durga Bhawan,**

**Near Plot no.- 125,**

**Udyog Vihar, Phase-1,**

**Gurgaon**

**Contact No: - +91 –9821763949 Email:** [**pvashisth2538@gmail.com**](mailto:pvashisth2538@gmail.com)

**OBJECTIVE:**

To become a part of the established, progressive and professionally managed organization that can provide adequate opportunities and environment for contributing to the development of the organization

.

**EXPERIENCES:- *Total Experience (5 years.)***

* Presently working with **CUSHMAN & WAKEFIELD** as a **Sr. Engineer** from JAN’17 to till date at **Mahindra Aura New**

**Palam Vihar**, Gurgaon.

* **3 years’** experience with ALIGN FACILITY at INTELENET GLOBAL SERVICES, Gurgaon as an FE Tech.

(Building + Floor) from DEC 2013 to JAN 2017.

* **1.5 years’** experience as an Asstt. Engineer at Ansal Plaza Mall, Kundali, Sonepat from May 2012 to DEC 2013.



**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS:-**

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| --- | --- | --- | --- |
| **Education** | **Board/Univ.** | **Percentage** | **Division** |
| **Matric** | **HBSE** | **78%** | **1st** |
| **Sr. Sec.** | **CBSE** | **68%** | **1st** |
| **B.TECH(Electrical Engg.)** | **MDU ROHTAK** | **66%** | **1st** |



**M/S Cushman & Wakefield**

**As a Shift Engineer (Operation & Transition) – Facilities Engineering Management Site: Mahindra Aura Residential complex (Area of 18 Acre) Sec- 110 A New Palam Vihar Gurgaon.**

* Doing Planning and execution in aspect of Facility Management in new sites (i.e. CAM, Manpower etc.)
* Doing planning and support concerned team for habitation in new started residential sites.
* Actively participate in Handing/Taking over equipment’s/assets and common area from project team to Facility team.(Snagging, D-Snagging, Joint inspection)
* Dealing & Handling various types of complaints received from residents related to E & M, Security, Soft services, Horticulture, Parking of operational residential sites.
* Inventory Maintain & Manage as per the requirement of site.
* Ensuring the fit out completion/rectification of work in residential apartments or by vendors/ as per the company norms.
* Preventive Maintenance of all Assets (i.e. D.G set, Transformer, HT & L.T.Panel, Fire-fighting and plumbing system etc.).
* Generating various report so as to present these to the seniors.
* Breakdown Maintenance record
* Commercial Billing & Electricity invoices.
* Vendor Management
* Collecting quotation for AMC of equipment’s and also renews them after getting approval.
* To manage and maintain all the integrated facilities as per the requirement of site.
* To maintain the proper documentation on the basis of daily, weekly and monthly and reporting to the client and senior officers (DMR,MMR,INCIDENT REPORT)
* Generation of bills and collection of the same from the respected shop owners.
* Dealing with vendors and coordinate with them for completion and rectification of work.
* Handling club and its equipment.
* Event Management.
* Complaints Management.
* Maintain Building & Environment compliances as per GVT. And Build relation with government agencies.
* Maintain Vendor score card on monthly basic.
* RWA formation process And Handover.
* Making Transaction Schedule and format.
* Maintain WTP , STP and swimming pool water criteria for healthy environment.

**M/S Align Services Facility Management**

**As a FE Tech – Facilities Engineering Management**

**Site: Serco BPO Pvt. Ltd. (Commercial complex) Udyog Vihar, Phase 3, Gurgaon.**

* Handling the following equipment’s
* HT Panel (VCB-Schneider.)
* Transformer – 1600 KVA (universal) oil type.
* LT Panels with Electrical distribution panels (ACB- ABB -1000A-2500A, AMC etc.)
* DG Sets (Engine- Cummins (500 KVA & 750 KVA) with Air cooled and water cooled.
* ACBs
* HVAC
* PAC
* Data Center
* Hub Room
* UPS
* Fire Fighting System
* Isolators panels
* Sump Pumps
* Floor Management
* Building Management
* Operation and Maintenance of 11 KV / 433 V Substation having HT Panels.
* Operations and maintenance of Transformers & LT panels.
* Operation & Maintenance of Induction Motors Sump-pumps, Submersible Pump.
* Operation & Maintenance of Fire Fighting system which includes fire hydrant system, sprinkler system, jockey pump, diesel driven engine pump, fire extinguishers and fire detector systems etc.
* Operation & Maintenance of 200 KVA, 160KVA, 40KVA UPS.
* Making PPM Schedule and Maintain them
* Vendor management, Scheduling, Billing, Procurement, Inventory control.
* HK and Horticulture Operations and processes.
* AMC reports, Service Reports, Proactive approach for cost cutting.
* Rectification of faults in HT lines
* Operations and maintenance of WTP plant.



**TRAININGS:-**

* Technical training from Deenbandhu Choturam Thermal Power Plant, Yamunanagar.
* Technical training from OSRAM Electricals Pvt. Ltd, Sonepat.



**PERSONAL PROFILE:-**

**Father name Sh. Krishan Dutt**

**Date of Birth**   **01.01.1991**

**Address**  V.P.O.- Bhigan, Distt. Sonepat, Haryana.

C**ontact Nos. +91 – 9821763949**

**Languages Known**   **English & Hindi**

**Date:**

**Place: Gurgaon**

**( Parveen Vashisth )**