CURRICULUM VITAE



CHETAN SWARUP

Facility Manager.

PROFESSIONAL PROFILE & ROLE

* Facility Administration
* Vendor & Supply Management
* Budget optimization & Analysis of results
* Communication Processes & Grievance Handling
* Property Management
* Formulation and updating of periodical Maintenance Reports
* Compilation of scheduled Weekly & Monthly Revenue reports
* Compilation of Data and Analysis
* Liaison with Govt. Authorities
* Handling Contractual staff
* Planning, Managing Events & Caterings
* Housekeeping, Maintenance & Security
* Front & Back Office Support Services

Professional Experience

Current : M/s AVS Facilities : **Facility Manager**, November 2013 onwards

Profile : Handling Administration & Facility Management of Ozone Park & Sai Apartments , Sector 86, Faridabad. This is 640 Unit Residential Society which is 90% Occupied with total Land Area of over 30 Acres.

Key Result Areas:-  
  
•Assuring the manpower deployment is adequate for Housekeeping, Security and Horticulture and for maintenance  
•Maintaining accurate records of the condition of the equipment and other systems in the Flats/Building  
•Accountable for deciding budgets for all the sites to ensure maximum cost control  
•Creating a schedule for regular evaluation of the facilities  
•Ensuring that all the equipment and other facilities are working properly  
•Building systems or programs in the institution to detect problems as early as possible.  
•Initiating interventions to solve problems in the facilities  
•Developing a system for cleaning, repair and maintenance of facilities  
•Creating back-up or alternative systems for common problems such as power shortage  
•Conducting an active campaign on safety measures in the flats/building  
•Hiring facilities service staff and training them appropriately to ensure competent work output  
•Carrying out staff development programs such as skills enhancement trainings and sessions  
•Sustaining the efficiency and good working conditions of the facilities  
•Estimating the work quality of staff and other subordinates  
•Interfacing with other offices and units for things that are not within the scope of the facilities service team  
•Guiding the workers of the establishment on the proper use and care of its equipment and other facilities  
•Coordinating with the top management on work issues

M/s J.S Hospitality Services : **Area General Manager**, handling 04 Units. October 2011 to November 2013.

Handling 03 Pind Balluchi outlets in Delhi NCR and 01 outstation outlet in Patna, Bihar.

Profile : Operational Processes, Property Management, Administration, Budgeting, Vendor & Supply Management, Recruitment & Training.

M/s Le Millennia, Gurgaon : Multiple units in the capacity of **General Manager Operations.** October 2010 till October 2011.

The Oak Tree: A International Bistro; Attitude Alive: The Club with Live music; Needs Gourmet: Café & Retail ; Kitchens United : International Catering, Gurgaon.

Profile : Administration, Vendor Management, Purchase, Facilities Management & Liasoning.

Magique Hospitality Pvt Ltd : New Delhi : Handling 03 restaurants in the capacity of **Manager Operations**. February 2008 to October 2010.

Magique: The boutique restaurant at The Designer Village , The garden Of Five Senses, New Delhi; Keya & Kainoosh : The all new Bar Lounge & The Modern Indian Cuisine Restaurant, at DLF Promenade, Vasant Kunj, New Delhi.

Profile : Administration, Maintenance, Handling Contractual Labour, Liaoning, Recruitment & Training.

Ruby Tuesdays, India, New Delhi : **Restaurant General Manager** –April 2006 till February 2008

Ruby Tuesday, Connaught Place and later Nehru Place : Overall management of the unit including all support services like Marketing, Sales, Administration , Purchase , Housekeeping & Maintenance of unit.

Old World Hospitality Pvt. Ltd: At Habitat World, India Habitat Centre, New Delhi : **Manager Banquet Operations** - November 1997 till April 2006.

Banquets & Conferences as Banquet Manager, Events Etc Catering as Manager,

Delhi O Delhi & Past Times- The Indian Speciality restaurant and English pub as Asst. Manager, Oriental Octopus – Speciality restaurant from the Orient as F&B Executive,

The All American Diner as F&B Executive

Park Royal, New Delhi : Steward - Nov 96 to Nov 97 Blooms – The Coffee Shop

Academic

* Bachelors In Hotel & Restaurant Management. Institute of Professional Sciences & Management, Mangalore University, Karnataka ,1996
* Certificate course in computers – NIIT , Delhi
* XII - Mount Carmel School, New Delhi- Commerce Stream. 1993
* X - Frank Anthony Public School, New Delhi, 1991

Personal Information

* Date of Birth : 23rd January 1972
* Father’s Name : Sri. Suman Swarup

(Retired Govt. Employee)

* Permanent Address : Apartment 3C, Tower 11, Sector 86,
* Faridabad, Haryana.
* Contact Details : Mobile 9871311006.
* Email Address : [chetanswarupm@gmail.com](mailto:chetanswarupm@gmail.com)

Current CTC : INR 65,000 /- Monthly.