**MD EHTERAJ KHAN**

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**Location Preference:** Delhi NCR/Mumbai/Pune/Kolkata

***Versatile, high-energy driven professional*** *targeting assignments in* ***General & Facility Administration*** *with an organization of repute*

**PROFILE SUMMARY**

* A result-oriented professional with **over 6 years** of experience in General Administration, Facilities Management & Team Management
* Skilled in managing activities like housekeeping, security services, vendor & stationary management
* Received **Appreciation Certificate** from JLL for outstanding performance in Jan’18
* Possess excellent knowledge about **WTP**
* Skilled in taking ownership of entire site infrastructure including building exterior & interior, housekeeping services, wellness center, recreational facilities, fitness center, café services, employee transport services, helpdesk services, electrical / mechanical / HVAC & vendor management
* Successfully completed many projects related to cost saving, process excellence, automation, employee satisfaction, performance management
* Possess honed leadership, communication, analytical and interpersonal skills

**CORE COMPETENCIES**

***Facility start-up, Expansion Modification & Maintenance Space Planning, Project Set-Up***

***24/7 Service Delivery, SLA Management Transition Management Budgeting, P&L***

***General Administration Risk & Compliance Vendor Development***

**ORGANIZATIONAL EXPERIENCE**

**DLF New Town Heights, Kolkata as Facility Executive (Since Apr’16)**

**RBS, Gurgaon as Maintenance Engineer (Mar’15-Apr’16)**

**HSBC, Gurgoan as MEP Supervisor (Apr’13-Nov’14)**

**Iffco Tower, Gurgaon as MEP** **Supervisor (Aug’12-Apr’13)**

**Key Result Areas:**

* Engaged in the performance of Star Delta & Dol Starters, CCTV, FIRE, PA Systems, UPS System & Circuit Breakers such as ACB, MCCB, RCCB, ELCB
* Managing inventory, administering HVAC systems by BMS systems as well as monitoring safe work permit register
* Generating daily reports as well as controlling preventive maintenance by being a scheduled planner
* Analyzing effectiveness of facilities and services operations as per set process & procedures
* Negotiating & finalizing service agreements with reliable contractors for execution of servicing works as per budgeted parameters
* Deploying strategies, SOPs, functional policies and controls mechanisms and CAPEX / OPEX budget for efficient operations
* Ensured optimum utilization of space and maintenance of various interiors by adopting latest trends and proper maintenance of Building Services (like Electrical, Air-Conditioning, Plumbing, Security Management, CCTV, Access Control & Fire Detection System, Firefighting, so on)
* Enabling “customer delight” by identifying customer requirements (Voice of the Customer) and monitoring service delivery to all business stakeholders
* Supervising administrative functions like transportation, housekeeping, maintenance and up-keep of establishment
* Maintaining optimum inventory levels in the stores, monitoring logistics, and maintaining business relations with vendors for the procurement of necessary items

**Highlights:**

* Developed, maintained and monitored operating budgets, making needed adjustments to ensure budget requirements are achieved
* Monitored day-to-day operations
* Directed staff results by coaching and counseling employees, and planning, monitoring and appraising job performance; maintained staffing logistics by recruiting, selecting and training employees
* Authorized vendor contracts for services such as plumbing, mechanical, electrical and supplies
* Saved INRs in operating expenses by minimizing unnecessary purchases, contracts & labor costs
* Slashed cost by developing new processes for stationary and photocopy
* Delivered administration cost savings through various strategic measures such as developing new AMC vendors & project interior vendors

**ACADEMIC PROJECT**

* Social Networking Site (Language of Implementation Asp.Net)

**TRAINING ATTENDED**

* Received 1 month of training at **HCL Info Systems, Aligarh** on **Core Java.**

**ACADEMIC DETAILS**

**2012:** **Bachelor of Technology** in **Computer Science & Engineering** from **Vivekananda College of Technology & Management, UPTU, Aligarh** & scored **64.56%**

**IT SKILLS**

* **Languages**  : C, Core Java, C#.NET
* **Database**  : ORACLE, MS Access, SQL Server
* **Query Language** : SQL
* **Scripting Language** : HTML, JavaScript
* **Operating Systems** : Windows

**PERSONAL DETAILS**

**Date of Birth:** 17th August 1991

**Languages Known:** English, Hindi and Urdu

**Current Address:** H.No. 96/4, Collin Street, Kolkata 700016

**Permanent address:** Vill + Post, Mahend District Ghazipur Uttar Pradesh-233228

**Passport No:** M1629889(27th August 2024)