**RESUME**

**JEYASEELAN.M**

**Contact No: +91 9840797548**

Email ID- jayaseelanrose30@gmail.com

**PERSONAL SUMMARY:**

* Capable of managing all facilities efficiently – Well-versed with project management activities, time management and team leadership.
* Knowledge and understanding of various sectors such as operations, technical services, asset or property management.
* **TECHNICAL GEM and SERVICE GEM** awards recognized by **Jones Lang Lassalle Pvt Ltd**

**TOTAL WORK EXPERIENCE: 23 years**

**Company name -** Al Qamra Facility Management (QATAR)

**Facility name**  - Primary Health Care Corporation

**Designation -** Facilities and Maintenance( 3years)

**Duties:**

* Performing preventative building repairs and maintenance checks.
* Being the team single point of contact for all facility management issues.
* Managing an entire Facilities Management team.
* Assisting with furniture and equipment removals and assembly.
* Ensuring the highest possible standards and service is received from third party companies.
* Helping to drive operational change for better business performance.
* Delegating tasks and then monitoring staff performance.
* To execute work order through CMMS and co-ordinate with site team for job completion and technical matters
* Responsible for Engineering and maintenance (PM/CM) of Electrical & Electronics, HVAC & Mechanical and Civil & Plumbing System

**Company name -** Jones Lang Lassalle Pvt Ltd (CHENNAI)

**Facility name** - Royal Bank of Scotland and Wipro Ltd

**Designation - Senior Executive (IFMS)** - (7 Yrs.)

**Duties:**

* Responding appropriately to customers emergencies or urgent issues as they arise.
* Coordinating and leading a team of staff to cover various areas.
* Responsible for the management of services and processes.
* Responsible for building maintenance repairs and services.
* Managing, scheduling and coordinating assigned facility services.
* Comparing costs for required goods / services to achieve maximum value.
* Checking that agreed work by staff or contractors has been completed satisfactorily.
* Demonstrate strong collaboration and teamwork within the account team, by driving the development and implementation of IFM best practices.
* Support work order management for in-house staff and vendors as necessary
* Create and follow up on corrective work orders as necessary
* Drive cost savings through sourcing and supplier management activities which are consistent with client goals
* Meet or exceed site Key Performance Indicators (KPI’s); monitor Service Level Agreements (SLA’s) monthly to identify potential challenges and plan corrective actions accordingly
* Support requests associated with JLL Management.

**Company name -** Gomes Electricals Pvt Ltd (CHENNAI)

**Facility name** - Royal Bank of Scotland

**Designation - Electrical Supervisor (FMS**) -(2 Yrs.)

**Duties:**

* Supervising and undertaking electrical Works within a commercial environment.
* Overseeing the complete strip out and refurb of a client site.
* Dealing with any technical issues that may arise.
* Carrying out servicing and pre-planned maintenance electrical tasks.
* Supervising the work of junior and newly qualified personnel.
* Conducting site surveys, audits and inspections.
* Organising work schedules and maintaining worker timesheets.
* Undertaking hands on electrical installation work.
* Making sure that safe working practices are maintained at all times.
* Making sure that work methods are sufficient to meet a project’s needs.

**Company name -** Bader Al Mulla Co (KUWAIT)

**Facility name** - Kuwait University Co.

**Designation - Facility and Maintenance (FMS)** - (3Yrs)

**Duties:**

* To assist in planning and scheduling outage works with due regard to annual scheduled maintenance plan
* To promote development and succession management in Electrical Section
* To lead the set up and operation of site electrical workshop/lab
* To provide leadership to the Electrical maintenance team in the day to day maintenance activities
* Carrying out servicing and pre-planned maintenance electrical tasks.
* Undertaking hands on electrical installation work.

**Company name -** JC Fasteners Pvt Ltd (HARYANA)

**Facility name** - JC Fasteners Pvt Ltd

**Designation - Electrical Maintenance** - (8yrs)

**Duties:**

* Provide support for system operational issues and work on comprehensive root cause analysis
* Use, identify and implement improved system process control methods.
* Effective Contractor management and planning manpower, material, cost, timeline and ensuring high quality standards
* To prepare Standard operating procedure (SOP) & Risk assessment for all routine PM works
* Responsible for Engineering and maintenance (PM/CM) of Electrical System,
* Review and support capacity analysis for your systems tracking against actual data periodically

**TECHNICAL EXPERIENCE:**

* Experience in Operation & Maintenance of Generators from 62.5KVA to 1250KVA.
* Experience in Electrical equipments: Transformers, LT panel, VCB, ACB, Distribution panels, Electrical Distribution Boards, APFC panels, UPS, motor and starters.
* Experience in HVAC systems - Air cooled chillers, AHUs, PAC units and Split A/Cs.
* Experience in Sewage treatment plant, RO Water treatment plant & Water management systems.
* Fir fighting systems as Fire extinguishers and Fire hydrant system.

**EDUCATIONAL QUALIFICATION:**

Basic Qualification : SSLC Higher secondary school

Technical qualification: DECE

Computer skills : MS office (word, excel, power point & outlook)

**PERSONAL PROFILE:**   
Name : JEYASEELAN.M  
Father's Name : Sh. S. Mariasingham  
Date of Birth : January 14th, 1973

Gender : Male  
Marital Status : Married  
Nationality : Indian  
Religion : Christian  
Languages known : Tamil, English, Hindi.

**DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge.  
  
Place: Chennai. Yours Faithfully  
Date: JEYASEELAN.M