**ANIL MALIK**



**PERSONAL DETAILS**

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| **Phone**  **E-mail**  **Education**  **Certification**  **Languages**  **Date of Birth**  **Present**  **Address.**  **Permanent Address** | 9550357308  [anilkmalik17@gmail.com](mailto:manil1405@gmail.com)  PG Diploma in Business Administration (HRM)- SCDL, Pune (2012)  MA (English) - Osmania University (1998)  BA - Osmania University (1996)  Diploma in Electrical Engineering from Indian Air Force (1994)  **Certificate** in Corporate office management- Synchro Serve Global Solutions Pvt Ltd, Hyderabad, (2012)  **Certificate** in Security Management of Strategic Installations.  Under IGNOU-Air Force Community College (2011)  English, Hindi  17 Aug 1974  Shri Balaji Gulmohar Township, Kaushlaya Colony, Near Maa Villas, Bachupally, Hyderabad-500090, Telangana  Pancham Nagar, Old DC Road, Sonepat-131001, Haryana |  |



**PROFILE**

**Seeking a role in administration, operations, asset management & electrical engineering to deliver effective management, operational readiness and leadership skills for an organization**

* Detailed oriented professional with 20+ years of experience in Electrical Engineering, Aircraft fleet operations, administration, operations & asset Management.
* Experience in Operations Management with extensive knowledge in developing & streamlining system meeting goals within the cost, time & quality parameters.
* Proficiency in resolving performance bottlenecks and achieving the desired objectives with expertise in the troubleshooting and optimal utilization of resources.
* Always support and ensure that all the activities are carried out efficiently & effectively to allow other operations to function properly.
* Co-ordination & support teams for flawless management with priority of actions.
* Oversees facility services, maintenance activities & tradesperson (support team).
* Monitoring of office inventory and the purchase of new material with attention to budgetary constraints.
* Proficiency in achieving the desired objectives with zeal for continuous improvement, long term approach to work that systematically achieve small incremental changes in process to improve efficiency & quality.
* Adept in providing administrative and office management support to work colleagues in a busy office environment, handling grievances and team management skills
* Effective interpersonal and communication skills to interact with proactive and flexible approach to multitask and ability to work autonomously and take ownership of all aspects of a task.
* Proficient in computer operations in MS office & internet**.**

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| |  |  |  | | --- | --- | --- | | **NOTEWORTHY CREDITS**   * Handling Hindustan Piston Trainer Aircraft (HPT-32) Electrical System * Planning, executing & documentation of PMS schedule and monitoring of life components for aircrafts of the fleet * Operations, servicing, fault rectifications, record log books & preventive maintenance to get the best of the team * Always adhere to the laid down SOP & KPI by the Management for the continuous improvement at work place with zeal. * Efficiently handled the customer service department for smooth operations with customer base across the nation with team building. * Took a serious note on safety & security of man, material, asset and the buildings as a part & parcel of life in defence environment. |  | **KEY SKILLS**   * Operations Management * Power plant & air-conditioning service operations * Forecasting & managing spare parts * Team Building & Development * Cross-Functional Coordination * Performance Improvement * Manpower management * Asset & utility management * Flexible approach with logical reasoning. * Integrity and ownership with excellent work ethics | |

**PROFESSIONAL EXPERIENCE**

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| **Organization** | **Designation** | **Duration** |
| Servomax Limited, Hyderabad | BDM-CSD | Jul 2018- Dec 2018 |
| Asian Multiplexes, Hyderabad | Maintenance Manager | Feb 2018- Jul 2018 |
| Inspire Clean Energy Pvt Ltd, Mumbai | Lead- Asset operations | Apr 2016- Jul 2016 |
| GSB Forge Pvt. Ltd., Hyderabad | Maintenance Executive | Jun 2013 – Apr 2014 |
| Indian Air Force, Hyderabad | Sergeant (Junior Engineer) | Nov1992 – Nov 2012 |

**KEY DELIVERABLES**

**Electrical Engineering:**

* Planning, scheduling and implementation of preventive/predictive maintenance of electrical equipment.
* Hands on experience in operation & maintenance of DG sets, Transformers, Air conditioners, Stabilizers, HT breakers, LT panels, cable layouts and switch gears.
* Operation, maintenance, troubleshooting & carrying out the preventive maintenance schedule.
* Conducting failure investigation analysis to identify gaps & taking corrective measures so as to reduce equipment downtime & maximize plant availability by taking timely action.
* Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members.

**Administration & Leadership:**

* Plan & Co-ordinate administrative procedures and systems to streamline to processes.
* Planning & execution of manpower resources effectively with delegation of authority.
* Train & educate the team members as and when required to achieve the best results.
* Manage office operations to ensure efficiency and productivity.
* Manage schedules and deadlines.
* Monitor inventory of office supplies and purchasing of new materials with attention to budgetary constraints.
* Answering and resolving queries accurately and efficiently in a courteous and confident manner.
* Ensure operations adhere to policies and regulations.
* Excellent organizational and multitasking abilities.

**Procurement Management:**

* Ensuring availability of man, material & critical spare parts.
* Forecasting and procurement of critical parts for execution of technical jobs.
* Procurement of office stationery and other material for daily needs to keep the smooth running without hurdles or breakdown.
* Maintaining service level agreement (SLA) and annual maintenance contracts (AMC) with third party vendors within the defined budget & scope.

**Customer Service Department:**

* Planning, scheduling & execution of all the operations and maintenance activities.
* Managing the resources skilfully with maximum utilisation at priority to understand the customer needs.
* Always open to implementing the new technologies at work to keep the team upfront.
* Believe and keep the team at front foot to accomplish the task within the time frame without fail.
* Co-ordinate with customers & clients for implementation of preventive, corrective & scheduled servicing schedules at sites with the maximum utilisation of current resources effortlessly.
* Committed to prioritize and meet the customer demands for best customer satisfaction within the resources / third party involvement.

**Security Management:**

* Managing the safety and security of strategic installation
* Safety and accountability of man, material and complete inventory at site/ location.
* Taking the measures to improve the safety & security at all times to face any emergency.
* Always believe in continuous improvement in performance and actions required to accomplish the task at site.
* Train & educate the people or teammates about the role and duty, to do it with the ownership and command.
* Implementation of the company security policies and special instructions from the management to keep the building/ facility/ site secure at all times.

Place: Hyderabad (Anil Kumar Malik)