

Vijay Anand
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Career Objective:

Passionate, Dynamic, and Results Oriented professional able to multi task and prioritize to achieve company's goals and objectives.

Profile Summary:

IT& Facilities Management professional with 10+ years. Strong record of accomplishment working with people at all levels and cultural diversities, having clear decision-making skills, process, planning & leadership qualities.

Synopsis:

- Excellent knowledge and experience in completing the IT Administration, IT infrastructure & facilities operations.
- Extensive subject matter expertise in IT operations. Managed, maintained, and supported the reliability of the IT systems, equipment, properties and assets to meet business requirements.
- Excellent people management skills.
- Liaising colleagues including Senior Management level.
- Motivated and demonstrated the team members for effective work output.
- Have interacted with wide range of vendors and possess good negotiation skills.
- Worked with tough deadlines and met targets in a timely manner.
- Managed and solved facility related issues and handled many firefighting situations.
- Have provided quality service throughout the career.
- Possess knowledge and experience in computer applications like Service Desk Tool and proficient in Ms-Office, Power Point Presentations, Excel.

Areas of Expertise:

- IT Infrastructure & Facility Management
 - IT infrastructure Planning, Design, Procurement, Execution and Maintenance as per the requirements.
 - Enhanced IT services, safety, Energy Management, and quality while preventing cost overruns by developing vendor contract specifications, tracking/evaluating project risks and controlling processes.
 - Managing and monitoring preventative maintenance program for UPS & Security network.
 - Ensuring 100% uptime of all the critical utility IT equipment's, managing timely availability of all critical spares, Hardware /Software, and other requirements implemented best and innovative practices to provide timely proactive support to all the stakeholders.
 - Managing the User requirements and work with the entire team for effective management to deliver cost saving on every month without compromising on the quality of service.

- Sourcing and Procurement
 - Sourcing, procurement and vendor management. Developed strategy and implemented process to achieve large and sustainable, long-term supply stability. Minimization of supply risk and ensured cost of products and services are optimum and timely delivery.
- Budget/forecast management.
- Financial modeling and scenario analysis.
- Strategy and Planning.
- Vendor Management.
- Event Management.
- Cost reduction initiatives.

Professional Experience:

<i>Organization</i>	<i>Tenure</i>	<i>Position</i>
Rajalakshmi Institute of Technology	April 2011 to till date	IT Administrator
Shree Sai Technologies, Chennai	January 2009 to March 2011	Network Engineer

Roles & Responsibilities:

IT Infrastructure Management:

- IT Infrastructure Manager
- IT Purchase Manager
- IT Event Manager
- IT Projects Coordinator
- Website Administrator

Financial Functions:

- Sourcing and procurement - Responsible for sourcing and monitoring of new vendors in each segment. Implemented procurement policy, vendor due diligence,
- Purchase order process, Invoice processing. Procurement from Original Equipment Manufacturer (OEM), existing supplier's/ service providers/ global suppliers.
- Review & negotiation of AMC & Service costs.
- Vendor's Invoices processing. Co-ordinate with Finance team for payment process and keep all necessary records for audits.
- Maintaining Budget Tracker - To project the cost allocation and cost control where applicable
- Petty Cash Management

Project's Handled:

1. Structured Networking for B BLOCK (3 FLOOR) building with 190 Systems with LAN and Fiber connectivity Worked as a IT Admin in Rajalakshmi Institute of Technology year 2011 (planning , design , vendor management and execution with approval).

2. Structured Networking for SIR C V RAMAN BLOCK (3 FLOOR BUILDING) with 120 Systems with LAN and Fiber connectivity and 12 Nos Wi-Fi for the building (planning, design, vendor management and execution with approval) - Gold rated Green Building. – Year 2012
3. Structured Networking for Rajalakshmi School of Business (4 FLOOR BUILDING) and Wi-Fi for total campus with Fortinet's FortiAP Wifi 48 No's and Firewall with Wi-Fi controller (planning , design , vendor management and execution with approval) - Gold rated Green Building. – Year 2014
4. Structured Networking for ALAN TURING BLOCK (3 FLOOR BUILDING) with 320 Systems with LAN and 24 wifi points and Fiber connectivity Worked as an IT Admin in Rajalakshmi Institute of Technology year 2015 (planning, design, vendor management and execution with approval).
5. Structured Networking for Nikola Tesla Block (3 FLOOR BUILDING) with 320 Systems with LAN and 24 Wi-Fi points and Fiber connectivity Worked as an IT Admin in Rajalakshmi Institute of Technology year 2018 (planning, design, vendor management and execution with approval).
6. Structured Networking for HOSTEL AND CAMPUS CENTRE Block (3 FLOOR BUILDING) with 30 Systems with LAN and 30 Wi-Fi points and Fiber connectivity Worked as an IT Admin in Rajalakshmi Institute of Technology year 2020 (planning, design, vendor management and execution with approval).
7. CCTV Camera for both campus include of 215 camera (Analog and IP Camera) (planning, design ,vendor management and execution with approval).
8. elearninglounge.org a new learning portal for business school students.

Educational Qualification

B.E (CSE) in SCAD College of Engineering &Technology, 2004-08 from Anna University.

Personal Details

Date of Birth	:	22 nd Jan 1987
Marital Status	:	Married
Gender	:	Male
Languages Known	:	English, Malayalam, &Tamil
Address	:	#187, 6 th cross street, Millennium town, Adayalampattu, Vanagaram, Chennai – 600095.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the particulars.

Place: Chennai

Vijay Anand