

Arun Kumar T
Facilities Management Specialist
With
Excellent Administration Skills



Ex
Indian Army
Veteran

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Career Summary

Highly accomplished and results-driven professional with over 30 years of experience in Facilities Management and General Administration. Proven track record of successfully overseeing and optimizing operations, ensuring efficiency. And cost-effective budget facility management and delivering exceptional customer service. Skilled in strategic planning, management, vendor negotiations, and contract administration. Adept at leading cross-functional teams and implementing. Innovative solutions to enhance productivity and streamline processes. Strong leadership abilities, excellent communication skills, and commitment to excellence in facility management and administration.

Skills

- Leadership, People management, and Interpersonal abilities
- Teamwork, Decision-making abilities
- Flexibility, Time management and listening abilities.
- Understand the dynamic of teams, cultural sensitivities, and the value of diverse viewpoints.
- Excellent Interpersonal skills, emotional intelligence, Open-mindedness.
- Strong communication skills and model leadership behaviours.
- Ability to manage multiple priorities and complete tasks timely, strong service orientation.
- A solution-oriented, self-starter who can visualize the big picture and strategize in advance.
- Ability to handle the confident and most secret information appropriately.
- Collaborative, confident, honest, empathetic individual, with responsibility and integrity and composure in high-pressure environments

Experience

Senior General Manager Facilities Management & Administration

JP infra-Realty Pvt Ltd - Mumbai MH, India

Sep 2021 - Jun 2023

- Drive strategies, P & L of Facility Management Operations/ General Admin and Physical security, ensure quality operations at optimum cost. Manage all projects and corporate offices.
- Forecasting, Planning, Budgeting, Monitoring, and ensuring Property Management Services, designing business plans for assigned properties that suit customers' needs.
- Drive cost-saving initiatives through proactive plans, SLAs / AMCs for effective vendor management
- Plan and decide for upcoming/possessions, snagging/de-snagging of flats, shops, commercial floors, common areas, Club House, and turf and sports areas, MEP systems keeping the handover in mind.
- Responsible for all technical services, non-tech operations, and maintenance at multiple societies /Condominium (Condos) and APEX areas. Overseeing Contractor's agreements, vendor empanelment, and vendor management.
- Coordination with the Project team for expansion activities and upcoming new projects, Contributing & assisting with the procurement evaluation and benchmarking as per previous project experience.
- Ensuring timely operations of multiple residential and commercial condominiums and societies.
- Build a competent, multi-disciplinary team to achieve the best internal/external stakeholder experience.
- Ensure adherence to statutory compliances & government regulations and ISO 9001 - 2015 standards.

Experience

- Conduct routine health and safety checks of MEP and fire equipment and maintain appropriate records.
- Monitor NPS, CSAT, and scores to improve the customer experience and customer retention.
- Event management, meeting, conference arrangement & and party food arrangements as per client needs.
- Chairing GBM, Ad hoc society/Condo MC selection, Handing over the services to the society/Condo.
- Overseeing the Leakages/Seepages of projects Internal, external, and other Apex/Federation
- Monitoring the building/ complex compliances, security, safety, Fire, Bio-Hybrid STP, WTP, OWD, DG, etc.
- Land/ Building conveyance of the concerned project to close the final deal with the societies.
- Saved tangible amount of Rs. 12 crores in last 14 years of corporate services from 4 Companies
- Responsible for Interior Fitouts, and interiors of commercial and residential unit SOP implementation.
- Preparing action plans, analysing risks and opportunities, EPRP for all the natural calamities
- Coordinate with various office bearers on the selection and supervision of societal activities that affect the APEX (All religious festivals of all communities with proper understanding, managing mobs and other activities)
- Actively promote the New Business initiatives to generate funds for the company and Apex with networking.

Office Administration and facilities, Physical Security, and infrastructure Management.

- Oversee annual budgeting, vendor selection, and evaluation for effective performance monitoring.
- Manage attendance systems, process procedures, and SOP formulation for work orders, contracts, purchase orders, and billing.
- Ensure HVAC operation and maintenance and create annual maintenance contracts for systems and operations.
- Allocate and manage building/office space effectively.
- Manage postage, courier services, office reception, and visitor management.
- Collaborate with outsourced agencies and employees (e.g., housekeeping, security) to improve service effectiveness and compliance.
- Implement health and safety measures by service providers for on-site operations and maintenance jobs.
- Maintain office equipment, procured materials, and manage waste collection and disposal.
- Oversee landscaping, façade, parking, and common area maintenance.
- Organize the kitchen according to safety standards, handle utensils, crockery, and cutlery procurement, and manage kitchen staff and menus.
- Prepare budgets, manage MIS reports, finalize subsidies, and ensure compliance with agency staff.
- Develop strategic policies and oversee all travel arrangements, including guest house and hotel bookings, visa processing, and credit card programs.
- Direct activities related to dispatching, routing, and tracking transportation methods.
- Handle day-to-day operations, collaborate with internal and external entities, and foster relationships with stakeholders.
- Collect, analyse, and utilize data and feedback to identify business improvement opportunities.
- Oversee control systems to proactively prevent incidents and facilitate meetings and collaboration with internal and external teams.

Experience

- Verify the correct use and maintenance of physical security systems and coordinate internal investigations when necessary.
- Ensure statutory compliance, coordinate with regulatory bodies, and maintain awareness of SAP and IT systems, including IP phones, server rooms, and electromechanical systems.
- Coordinate with government authorities and safety teams for compliance during emergency situations.

Education

- **Masters in business administration in (Systems)** **May 2010**
(Alagappa University Karaikudi – Tamil Nadu – India)
- **Bachelor of Arts in (Sociology)** **May 1995**
(UP Board Agra, Uttar Pradesh India)
- **Diploma in (Electronics and Telecommunications) – Military college** **Jan 1992**
(MCTE – Mhow – Indian Army)

Additional Course

ISO Internal & External auditor, Motivational speaker, CISCO wireless & networking, Free Faller Indian Army, Para Commando qualified

Professional Synopsis

1. **Knight Frank India Pvt Limited - (Aug 2020 to Aug 2021) (Designation – Property Manager – Premium Complexes)** - Led the team contributing to the strategic growth and enhancement of facility management services.
2. **SPIPL Precast Factory -Shapoorji Pallonji Group (Feb 2019 to Jan 2020) (Designation – General Manager Pre-cast Plant Operations)** - As the General Manager, I oversaw Precast Plant Operations, demonstrating effective leadership in a critical industrial role.
3. **Tata Housing Development Company Ltd - Mumbai - (Feb 2014 – Jan 2019) (Designation: - Deputy General Manager –Facilities Management & Administration)-** Executed responsibilities as the Deputy General Manager, overseeing Facilities Management and administrative functions Pan India with precision and dedication.
4. **Hiranandani Group – HIRCO Powai- (Feb 2007 Jan 2014) (Designation: - Senior Manager Facilities Management, Administration (2 Township Projects – 349/ 648 acres respectively)** Managed senior-level administration and property management tasks with Hiranandani, Contributing to the organization’s operational efficiency.
5. **K Raheja Corp – (Feb 2006 to Jan 2007) (Designation: - Asst Manager – Corporate Office & 3 Residential Sites in Mumbai** - Played a vital role as Assistant Manager, overseeing administration and security functions with a focus on safety and productivity.
6. **Indian Army – Signals (Jan 1992 to Dec 2005) (Engineer Wireless Telecommunication -Army Data Centres in Pan India) –**
Served in the Indian Army Signals in the capacity of an Executive Engineer, specializing in telecommunication and IT, where I honed my technical skills and leadership abilities.
Deep working and Maintenance Knowledge of all Electromechanical and Electronic Systems
Expert in handling communication systems, and servers (RTT, LAN, WAN, ASCON, VSAT, and EPABX) OIC Communications/Admin/Security/Facilities of the Communication complex.

Personal Details

Date of Birth
Marriage Status
Reference

10th Feb 1969
Married
On request