

REENOYEE ANTHONIS

OPERATIONS & PROJECT MANAGER

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EMAIL | reenoyee01@gmail.com
LOCATION | Bengaluru, INDIA
EXPERIENCE | 3 Years 0 Month

Key Skills

- Process Improvement
- Process Integration
- Property Management
- Cafeteria Management
- Security Management
- Housekeeping Management
- Administration Management
- Facility Management
- Vendor Selection
- Vendor Negotiation
- Vendor Development
- Cost Management

Certification

- Certified Facility Manager (CFM) Essential Training
- Operations Management A- Z: Business Processes And Systems
- Facility Management Operation, Maintenance & Services
- Certificate In Facility Management And Corporate Real Estate

Profile Summary

Operations and Project Manager with 3 years of experience in startup co-working and dedicated office environments, managing end-to-end workspace setup and daily operations. Experienced in office fit-outs, vendor coordination, facility management, and cost control across multiple sites. Strong hands-on executor with the ability to manage fast-paced projects, streamline processes, and deliver efficient, member-focused workspaces that support business growth.

Work Experience

Operations & Project Manager

EBC SPACE

09/2024 - Present

- Managed day-to-day operations of dedicated and managed office spaces, ensuring smooth functioning and high service standards for enterprise clients.
- Oversaw facility management services, including housekeeping, security, MEP systems, utilities, and preventive maintenance.
- Coordinated with multiple vendors and service partners, monitoring performance, SLAs, and operational costs.
- Ensured compliance with statutory requirements, fire & safety norms, and internal operational SOPs.
- Conducted regular site inspections and audits to identify gaps, improve efficiency, and maintain workplace standards.
- Acted as a key point of contact for client operational requirements, ensuring timely issue resolution and service continuity.

- The Complete Facility Management Course From Zero To Hero
 - Facility Management: Predictive Maintenance & AI Integration
 - Advanced Repair & Industrial Skills Enhancement Program In Racha
- Supported project-related activities as required, including minor fit-outs, office modifications, and space reconfigurations.
 - Coordinated with contractors and internal teams to ensure smooth execution and handover of project-related work.
 - Maintained operational documentation, reports, and vendor records to support governance and transparency.

Languages

- English
- Malayalam
- Kannada
- Tamil
- Hindi
- Telugu

Center Manager

hustlehub

09/2022 - 09/2024

- Managed end-to-end centre operations, ensuring smooth day-to-day functioning of the co-working facility.
- Oversaw facility management services, including housekeeping, security, utilities, internet, and maintenance.
- Acted as the primary point of contact for members, addressing operational issues, service requests, and escalations.
- Coordinated and managed vendors and service partners, ensuring SLA adherence and service quality.
- Monitored operational costs, inventory, and consumables, ensuring efficient utilisation and cost control.
- Ensured compliance with safety standards, operational policies, and centre SOPs.
- Conducted regular centre inspections and audits to maintain cleanliness, safety, and service standards.
- Managed front desk and support staff, including scheduling, task allocation, and performance monitoring.
- Supported member onboarding and offboarding, ensuring a smooth and positive experience.
- Prepared operational reports and maintained documentation related to vendors, incidents, and daily operations.

Education

ITI Certification - Mechanic

2021

Government model industrial training institute

Grade - 75%

12th

2019

Karnataka , English

Grade - 55-59.9%

10th

2017

Karnataka , English

Grade - 65-69.9%