

A decorative graphic on the right side of the page. It features three concentric blue circles of varying sizes. Two thin blue lines originate from the top left and extend diagonally towards the circles. A larger blue circle is at the top, a smaller one is in the middle, and a very large one is at the bottom right, partially cut off by the edge of the page.

RESUME

RAJESWARI@JESWAR

characteristics that successful Facility professionals

- strong in interpersonal and communication skills*
- interested in promoting a good working environment*
- proactive in sharing best practices* •*adept at balancing company and personnel needs*



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PERSONAL

Date of birth : ***11 June 1984***
Gender : ***Female***
Nationality : ***Malaysian***
IC Number : ***840611-01- [REDACTED]***

PERSONAL SKILLS

Good efficiency and knowledge in employing best business practices to ensure that the services and processes supporting the organization go on smoothly.

A high level of professionalism, integrity, and discretion in handling confidential information.

Capable of managing all facilities efficiently – Well-versed with project management activities, renovation, safety and health, time management and team leadership.

Comfortable working in a fast-paced environment – Good communication and interpersonal skills.

Good Understanding of building operations and support (M&E/Security/Events/Car park).

CAREER HISTORY

Position: Assistant Manager (Facility & security)

-Perbadanan Pengurusan Straits View Condominium
-Permas Jaya

➤ Facilities

Key Achievements

Ensure buildings and facility equipment is maintained in good service without impacting production downtime.

Determines work procedures, prepares work schedules, and expedites workflow.

Assigns duties for subordinates and examines work for conformance to policies and procedures.

Coordinates purchase orders within budget guidelines and files reports as needed for facilities management.

Plans, budgets and schedules facilities modifications including cost estimates, bid sheets, layouts and contracts for construction A&A works.

Performs audits to support facility planning.

Acts as liaison to public utility, energy agencies and insurance audits.

Inspects construction and installation progress to ensure conformance to established specifications. Provide a list of the key achievements you have made in your job

Try to show evidence such as percentage increases or financial figures

➤ ***Security and Emergency Events***

Key Achievements

Excellent knowledge in risk management techniques.

Complete understanding of security protocols.

Strong grasp of Crisis Management and Emergency Response
Great leadership skills

Updated with the latest security measures and trends

Experience:

Complied with the state and federal guidelines regarding security policies and procedures.

Served as liaison officer in conducting investigation of incidents.

Conducted site reviews and inspections on assigned projects.

Studied and reviewed the findings of security officers.

Worked and collaborated with security coordinators during major events such as presidential campaigns and speeches.

Evaluated the weight of issues on security programs and made corrective actions as needed.
Implemented security plans and procedures to increase and tighten security in the organization.

Recommended appropriate actions on incident reports.

Explained the services to the clients including limitations and jurisdictions.

Planned, developed and enhanced security procedures.

Skills Gained:

Very good experience convenience/compromise clients in professional ethic.

Knowledge in BMS (Building Automation System),structure layout(electrical plumbing, fire, sprinkler, CCTV, drain), AV (Coordinate Facility events), Fire panel, Building Key card system, car park system (internal/public),Well in building Security Emergency Procedures(fire events, bomb treat, chemical spill, lift break down, vandalism, leakage)

Able Draw Multisim (Electrical/BMS circuit diagram) and familiar in building security camera (program and servicing)

Security Supervisor (Work Quality Skill license of Singapore) trained.

Knowledge of Bomba training and Experience coordinate/Conduct fire drill.

Position: Security /Facility Executive (Events, Car park, security M&E)

CBRE Management Pte Ltd

-Posted in SINGPOST Building, Paya lebar

➤ ***Events and M&E***

Key Achievements:

Adapted managing administrative activities involving purchase of equipments, maintenance of procurement, housekeeping, safety, security, employee induction.

Planning and arrange/alert supporting group pertaining to events scheduled as required for maintaining clients requirements (Event Management, organizing meetings, conferences).

Managing repair, maintenance & replacement of office equipments, appliances, furniture, furnishings, vehicles and building.

Purchasing, Implementation and operations of Security and Surveillance.

Vendor management- Oversee acquisition, installation and commissioning of equipments that are required for the facility – lighting, CCTV cameras, key card system

Liaising and coordinating with various departments within the corporate office and all branch offices.

Responsible for revenue generation and also encouraging repeat business.

Working closely with exhibition organisers, stand designers and contractors.

Developing, implementing and managing events.

Organising trade fairs, conferences, away days, product launches.

Managing all group rooms and banqueting processes and procedures.

Liaising with clients at a high level.

Making sure that insurance obligations are adhered to.

Overseeing procurement of catering, audiovisual, security & rental needs.

Managing relationships with sponsors.

Preparing delegate packs and promotional material.

Maintaining a calendar of events for effective long term planning & management.

Supervising & coordinate the activities of personnel, subcontractors & vendors.

In charge of accommodation, schedules, travel, day plans and registration.

➤ ***Security and Car park (Staff & Public)***

Key Achievements

Excellent knowledge in risk management techniques.

Complete understanding of security protocols.

Strong grasp of Crisis Management and Emergency Response
Great leadership skills

Updated with the latest security measures and trends

Experience:

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Explained the services to the clients including limitations and jurisdictions.

Planned, developed and enhanced security procedures.

Ensure that all revenues are collected and deposited.

Manage the garage to ensure efficiency, safety, and profitability
P & L responsibility

Consistently tries to exceed customer and client expectations.

Prepare budgets, management reports, and control expenses.

Maintain solid client relationship

Position: M& E Coordinator

-Air Tech Engineering & Consultancy
-Paya lebar

Key Achievements:

Based on the project and in particular the programme budgets, design the framework for the physical and process monitoring of project activities.

Guide staff and implementing partners in preparing their progress reports. Together, analyse these reports in terms of problems and actions needed. Prepare consolidated progress reports for project management to submit to the relevant bodies, in accordance with approved reporting formats and timing.

Review monitoring reports, analyse them for impact evaluation and to identify the causes of potential bottlenecks in project implementation.

Collaborate with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts.

Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities.

Identify the need and draw up the TORs for specific project studies.

Ensure that, in general, project monitoring arrangements comply with the project loan agreement and, in particular, the provisions of this agreement are fully observed in the design of project M&E.

Inform and join external supervision and evaluation missions – of funding and other agencies – by screening and analysing monitoring reports as well as by furnishing direct personal knowledge of the field situation.

Communication

Prepare reports on M&E findings, as required, working closely with financial controller, technical staff and implementing partners.

Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.

Guide the regular sharing of the outputs of M&E findings with project staff, implementing partners and primary stakeholders.

In collaboration with the accountant, provide the project director with management information that may require.

Make regular reports to the project board (or equivalent decision-making structure), highlighting areas of concern and preparing the documentation for review at meetings.

EDUCATION

BMC International Collage of Singapore
Bukit Merah Singapore – Electrical and Electronic Engineering (HND).

PERSONAL INTERESTS

The depth of my work experience covers key sectors such as commercial and residential property management, health and safety, procurement and contracts as of course building maintenance.

- I would bring to your company a broad range of skills.
- Asset management.
- Management of services and processes.
- Tenders for contactors.
- Effectively managing budgets and costs.

THE DISCIPLINE YOU LEARN AND CHARACTER YOU BUILD FROM SETTING AND ACHIEVING A GOAL CAN BE MORE VALUABLE THAN THE ACHIEVEMENT OF THE GOAL ITSELF.

