

NIVAS NAVGHARE.

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The Prime Objective Is To Build A Career As A Committed And Dedicated Employee, Which Will Help Me Explore Myself And Contribute Significantly. It Would Be My Earnest Endeavor To Ensure Exemplary Devotion In Performing My Duties And Responsibilities By Excelling Through Team Work In A Challenging And Creative Environment.

Knowledge Purview: - Total Experience - 9.6+Yrs.

Now working with Sodexo India Pvt. Ltd. As a Admin & Facility Manager from Jan'21.

Roles & Responsibilities:

- Utilities Management, Engineering reports - Materials, Maintenance, Consumption, MIS Management, Planned Preventive Maintenance of all Critical Equipment's and redundancy equipment like UPS and Chillers.
- Optimized efficiency for HVAC, UPS, PAC, Electrical system.
- Infrastructure, Maintenance, Housekeeping, Help Desk Management, Employee Transportation, Event Management, Cafeteria Management, Physical Safety & Security, EHS.
- Regularly reviewing the level of operating expenses and capital expenses as well as implementing any cost savings that may be achieved consistent with the overall asset management objectives ensuring support.
- SLA & response time, operating structure, expense engagement
- Vendor management - Selection of vendors, Matrix services and performance score card.
- Managing the implementation of new and the maintenance of existing contracts as well as ensuring administration of contract documents.
- Managing the induction and on boarding of all vendors as required to support.
- Billing and Payments Responsible for Bill submission and Payments related queries.
- Processing the invoice for billing with GRN and as per BOQ.
- Individual's roles and responsibility and setting of KRAs for the team.
- Adherence to labor compliances, labor laws, liasoning with government

authorities

- Ensuring compliance and company policies with minimum audit standards as per KPI.
- Develop specific short-term and long-term plans and programs.
- Attending meetings, MOM etc.
- Developing monthly management reports (MMR).
- Incident Management & Investigation with proper RCA.
- Identifying of skill gaps and recommending training programs
- Development of monthly MIS variance reporting on all operating budgets for each on a timely basis.
- Prepare recommendation papers and post approvals for all expenses.
- Working with organization and account team to ensure excellence in service delivery and high customer satisfaction.
- Being a leader, responsible for operational expansion.

Past Engagements:

Sr. No.	Year of work	Name of Company	Designation	Work Profile
1	Nov'18 - Jan'21	JLL India Consultant Pvt. Ltd. (JLL) (Client name- UBS)	Sr. Technical Service Engineer	Budgets, SOP, Handling Vendors, MIS, MMR Reporting and Technical Operations like PPM, Shutdowns, Transformers, LT&HT Panels, UPS, HVAC, BMS, DG, Troubleshooting of System.
2	Jan'17 - Nov'18	Marvel Realtors and Builders (Client name- Own Spaces)	Sr. Facility Executive	Soft Services & Technical Operations and Maintenance etc.

3	Jun'15 - Dec'16	Reliance retail Ltd.	Technical Executive	MIS, MMR Reporting and Technical Operations like PPM, Shutdowns, Transformers, LT & HT Panels, UPS, HVAC, BMS, DG, Trouble shooting of system.
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Academic Credentials:

2017-2019: MBA in Operation Management.

2011-2015: B. TECH in Electrical Engineering.

Personal Details:

Date of Birth: 20th Dec'1990.

Sex: Male.

Address: 1) C/O- Mr. Saurabha Bhav.

Flat No. 406, Oasis Society, Opp. To Zeal Engg. College, Narhe,
Pune.

I affirm that the information given above is true and correct.

Yours Truly,

Nivas D. Navghare.