**SUMANVEER SINGH**



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**SUMMARY**



An incisive professional with over **11 years of high-quality experience.** A Solution orientated, Relationship building, Detail orientated, Decision making, Perseverance, Attention to detail, Confident, Flexible & adaptable, Positive attitude. Out-of-the-box thinker with a proven track record of increasing revenues, cutting costs, streamlining workflow and creating a team work environment to enhance productivity innovatively. Adept at maintaining service standards and operational policies, planning & implementing effective control measures to reduce running costs of the unit. Strong leadership skills and excellent relationship management skills with proven ability to co-ordinate with people across functions to maximize productivity with effective communication and negotiation skills.

**SKILL HIGHLIGHTS**

**Core skills:**

* Project and Planning Management
* Product development
* Resource management
* Risk management
* Change management
* Contract administration
* Admin / Facility management

**PROFESSIONAL EXPERIENCE**



**MSD Wellcome Trust Hilleman Laboratories Pvt. Ltd**

**Assistant Manager, Programs** April 2017 – Till day

* Assisting in managing internal and external communication with existing partners.
* Execution and archiving of Business and Project Agreements.
* Conduct secondary market research of all existing and new projects in order to develop competitor’s intelligence and business landscape.
* Prepare business presentations (status updates on projects and partners)
* Development of project plans, budgets and timelines
* Actively monitor project plans to keep projects on track in terms of technical and quality deliverables, resources, time-lines, and budget
* Scheduling meetings, drafting agenda and minutes of key project and business meetings/teleconferences
* Other day-to-day activities related to project and business aspects

**MSD Wellcome Trust Hilleman Laboratories Pvt. Ltd Sr. Executive - Admin** April 2012 – April 2017

**Responsibilities:**

* Responsible for all day to day operation.
* Independently looking after the entire facility like Housekeeping, Security, Electromechanical, Building Maintenance, Stationary, Horticulture, Cafeteria and Pantry Management.
* Managing all international & national travels and Hotel reservation.
* Arrange all local, national and international ground transportation.
* Taking care of procurement, dealing with vendor and organize events.
* Responsible for raising bills on time and collection of revenues.
* Meeting all grievances of Clients / employees and providing them high class facilities.
* Preparation of MIS.

**C B Richard Ellis**

**Executive – Asset Services**

October 2010 – April 2012.

**Responsibilities:**

* Lead a Team of 170 members and worked as Executive - Asset Services at Cairn Energy.
* Manage Housekeeping Services of premises and daily inspection of premises for cleanliness and hygiene and take corrective actions as and when required. Work with outside vendors and contractors, as required.
* Apply and follow the contractual obligations, policies and procedures.
* Organizing all internal and external meeting/conferences, formal and informal parties.
* Designing menu and calculation food cost and per person expenditure.
* Prepare indents for F&B section as per the consumption pattern, and keep proper track of breakages, and maintain consumption reports and costs of department. Adhere to proper food hygiene and storage practices
* Ensure complete care and handling in relation to catering service and buffet equipment.
* Observe and enforce safe working practices with all subordinate staff. Managing an area of 1.25 lacs sq. ft.
* Follow all safety rules and procedures as per the site requirements. Preparation of MIS and MMR.

**BERCO’S**

**Restaurant Manager**

March 2009 – October 2010.

**Responsibilities**

• Lead a Team of 70 members at Berco’s Restaurant.

• Independently looked after the entire restaurant operations like F&B service, kitchen production.

• Responsible for revenue generation.

• Meeting the entire guest and providing them high class services.

• Preparation of food cost daily reports.

• Played a pivotal role in running promotions.

**McDonalds, New Jersey - USA**

**2nd Assistant Manager**

December 2007 – December 2008.

**Responsibilities:**

* Lead shifts and making sure customers get a fast, accurate, friendly experience at their every visit.
* Provides leadership to crew and other managers during a shift to ensure great Quality, Service and Cleanliness to the customers.
* Perform a variety of tasks, which may include planning for each shift, monitoring performance during the shift, taking action to ensure the team is meeting McDonald's standards.
* Monitoring safety, security, and profitability, and communicating with the next Shift Manager to help prepare him/her to run a great shift.
* Also responsible for meeting targets during the shifts.

**Hilton Warwick – UK**

**F & B Assistant**

July 2006 – June 2007.

**Responsibilities:**

* Taking care of coffee shop, bar, room service and restaurant.
* Took booking for banquets and restaurant.
* Successfully leads shift as a supervisor at coffee lounge and bar.
* Appointed as departmental trainer.
* Conducting Brand Management Training to ensure every employee meet the Brand Standard.
* Conduct monthly orientation for new hire. Introduce the group philosophy, and product knowledge. Ensure departmental induction of new employees and evaluate the effectiveness of the program.

**ACHIEVEMENT**



* Personally appreciated by CEO for “**Organizing Offsite Team Building Event in 2014**” at MSD Wellcome Trust Hilleman Laboratories Pvt. Ltd
* Received “**Certificate of Appreciation**” for flawlessly execution of board meeting on 7th& 8th November 2013 at MSD Wellcome Trust Hilleman Laboratories Pvt. Ltd.
* Active member of “**Complaint Committee**” at MSD Wellcome Trust Hilleman Laboratories Pvt. Ltd.
* Work in abroad (UK & USA) for 02 years.
* Personally commended for professional excellence by the F&B Manager at Hilton Warwick, UK.

**TRAINING & AWARDS**



* Certified **“ServSafe”** by American National Standards Institute **(USA).**
* Diploma of completing **“Basic Shift management”** from McDonald’s Corporation, USA.
* Completed **“T.B.S - Technical and behavioural Skills Training”**from **Hilton Warwick (UK).**
* 01 month specialisation training done at Hotel Royal Orchid Bangalore, India.
* 03 months Industrial Training @ Park Hyatt Goa Resort and Spa, India in Food and Beverage and Housekeeping.
* Completed 03 months Industrial Training @ Hotel JaypeeShiddharth, Delhi, India in F& B (Service) and F & B (Production).

**ACADEMIC PROFILE**



* **Post-Graduation Diploma in Management (PGDM)** in Operation management completed in 2013, All India Management Association (AIMA), Delhi, India.
* **Bachelor of Hotel Management (BHM)** passed out in 2006, Bangalore University, Karnataka, India.
* Class XII (CBSE) passing out year 2000, Children senior academy, Roorkee (UP), India.
* Class X (CBSE) Completed in 1997, K. V, Roorkee (UP), India.

**PERSONAL INFORMATION**



* Date of Birth: October 09, 1980.
* Marital Status: Married.
* Languages Known: English and Hindi.
* Gender: Male.
* Passport Details: M5092502 (issued from Delhi).
* Present Address: House no. 12, Street 19, B – Block, Kaushik Enclave, Buradi, New Delhi 1100084.

**REFERENCES**



* Mr. Nitin Mittal (+ 91 8527711700): Director – Business Development: MSD Wellcome Trust Hilleman Laboratories Pvt. Ltd.
* Mr. Jaideep Mukherjee (+91 9899829728): VP – Strategic HRM and Business Support: MSD Wellcome Trust Hilleman Laboratories Pvt. Ltd.

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