

CURRICULUM VITAE



VIGNESHKUMAR R

S/O E.Rajendran

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Objective:

To hold a position that throws challenges at a fast pace and that which demands an extra ordinary perceptive mind, and always as a dedicated thought.

Jan 2015 to date continues:

- *Working Admin Executive in Hexaware Technologies from Mar-25-till*
- *Worked as Admin Executive in Bosch Global Software Technology pvt ltd by taking care of general admin activities and facilities soft skills, vendor follow up and handling complete Bosch employee transport in Coimbatore location 12th-Apr-2023 – Feb-25*

- *Worked as Admin Executive in Mahindra Logistics Limited as a Contract Employee in Grey Matters from 10th Dec 2019 to 30th- Aug-2022 in Coimbatore.*

Client name: Cognizant technology solutions, Chill SEZ IT park.

- *Worked as Transport MIS Executive in Mahindra Logistics Limited as a Contract Employee in Prompt Personnel Consultancy Services Private Limited from Jan 2015 to Dec 2019 in Coimbatore.*

Client Name: Cognizant Technology Solutions, Chill SEZ IT park.

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1. Strategic Planning and Management

Strategic planning lies at the heart of Facilities Management, serving as the compass that guides organizational infrastructure toward operational excellence and long-term viability.

Facilities Managers play a pivotal role in this process, bridging the gap between organizational objectives and facility operations.

2. Financial Management

Responsible for managing financial resources, Facilities Managers shoulder the accountability of financial management within facility operations.

They oversee budgets, optimize costs, and forecast financial requirements to sustain facility operations effectively. Leveraging real-time financial tracking tools, they monitor expenditures, allocate resources efficiently, and provide.

3. Budgeting and Cost Control

Effective budgeting and rigorous cost control are paramount in Facility Management to maintain operational efficiency without compromising quality or safety.

Facilities Managers employ methodologies and practices to streamline budgeting processes, utilizing tools for and then monitoring and variance analysis.

4. Capital Investment Planning

Capital investment planning is instrumental in ensuring the long-term sustainability and growth of an organization's physical assets.

Facilities Managers evaluate potential investments and project ROI and prioritize capital projects based on organizational goals.

5. Contract and Vendor Management

Managing service providers is a critical aspect of Facilities Management, contract negotiation, vendor performance assessment, and compliance monitoring.

Facilities Managers centralize contract information, monitor vendor adherence to contractual obligations, and evaluate service quality to uphold organizational standards.

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6. Maintenance and Operations

Maintenance and operations are the backbone of the facility management processes of every industry. Facility Managers ensure that everything from the HVAC system to the plumbing is in its top-performing condition.

In maintenance and operations specific areas their goal is to keep the lights on, the water flowing, and the workplace humming along smoothly.

7.Preventive Maintenance

Facility Managers conduct routine inspections and maintenance to catch potential issues before they escalate into major problems.

They take all the measures possible to extend the lifespan of equipment and avoid costly breakdowns.

8. Emergency Repairs

When a facility's operations go haywire in spite of preventive maintenance, emergency repairs become inevitable.

Facility Managers have procedures in place to respond quickly to unexpected breakdowns or malfunctions. They establish rapid response frameworks and communication protocols to ensure that issues are resolved swiftly, minimizing disruptions to the workplace.

9.Energy Management

Facilities Managers monitor and optimize energy usage within facilities to reduce costs and support sustainability efforts.

Additionally, they play a critical role in supporting sustainability efforts by reducing energy consumption and greenhouse gas emissions.

Whether it's through renewable energy sources, energy-efficient building designs, or waste reduction initiatives, every step toward sustainability brings us closer to a greener, more sustainable future.

10.Ensuring Health and Safety

Safety is paramount in the workplace, and Facility Managers take it seriously. They ensure that all health and safety regulations are met, conducting regular safety audits and organizing training programs for staff. From fire drills to first aid training, they make sure everyone knows what to do in case of an emergency.

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11.Regulatory Compliance

Adherence to regulations and codes is crucial for the smooth operation of a business. Hence, regulatory compliance is one of the fundamental duties of Facility Managers.

They ensure that facilities comply with all relevant laws and regulations, from environmental standards to building codes. FMs take every step to ensure staying on the right side of the law and avoiding any potential fines or penalties.

13. Transport roles & responsibility:

- ✓ *First thing to learn our management ethics and prospects clearly, as a team leader then go for good teamwork.*
- ✓ *Employee mail check up & response quickly daily basis.*
- ✓ *Employee transport handling (Bus and taxi vendor follow up)*
 - *Daily meeting and proper grooming for all the supervisors*
 - *Office Maintenance, cafeteria Management, housekeeping*
 - *Garden activities and vendor shift allocation follow up.*
 - Daily reports and tasks (Pick & drop for the employees)*
 - *Employee requirements to be filled in the daily basis.*
 - *Records to be maintain systematically and manually through MS family.*
 - *Daily reports to be collected and shared to manager by EOD.*
 - *Team outreach and executive pickup and drop arrangements.*
 - *Cost Control for effective team management MIS through excel.*

Vehicles Management for employee transportation

- *Vehicle compliance for bus & taxi 100% (Legal documents preparing)*
- *Vehicle cleaning, neatness checking daily basis.*
- *GPS to be installed in every vehicle for associate safety.*
- *Drivers & housekeepers meeting conduct daily basis to be follow the rules and regulation as per the company standards (Uniform, ID cards, etc.)*
- *Driver & housekeepers awards and prizes grooming for each and every month for all the liable activities to be followed.*

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- ✓ Ensuring team scheduling, tracking, maintaining all daily reports, Solving transport related issue's internally and externally.
- ✓ Bus & tempo traveler documentation maintenance, MIS (Management information system).
- ✓ Vendor Management, Fleet management, Vehicle auditing & Supervising the Chauffer's.

Work Exposure:

- ✓ Admin activities regularly like record maintenance, housekeeping, shift allocation, printing stationeries, cafeteria management, gardening.
- ✓ Bus & tempo traveler documentation, vehicle compliance, auditing (internally & externally).
- ✓ Responsible for billing MIS work done in through advance excel and used excel formula (Pivot, Hookup, V-Lookup, Conditional formula etc.) to check & simplify the large volume of data and invoice checking and process to the vendor.
- ✓ Data validation & execution for daily, monthly basis for the billing process. Outlook communication (Mail) for maintain & cross check daily MIS reports ✓

Vendor invoice and payment processing.

Strengths:

- ✓ Proactive and problem solving.
- ✓ Learn quickly and adopted, Production support, team working, problem solving.
Young dynamic, deliver my thought for better understanding.
- ✓ Won Prizes for Paper Presentations and Technical quizzes.
- ✓ Awards and certificates have received from the sports (college & school level)
- ✓ Interest to participate in the games and received awards.

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Educational Qualifications:

<i>Course</i>	<i>Institution</i>	<i>Year</i>	<i>Marks (%)</i>
<i>MCA</i>	<i>SNS COLLEGE OF ECHNOLOGY. COIMBATORE</i>	<i>2014</i>	<i>74%</i>
<i>B.COM (IT)</i>	<i>KG COLLEGE OF ARTS AND SCIENCE</i>	<i>2011</i>	<i>72%</i>
<i>XII (HSCC)</i>	<i>STATE BOARD</i>	<i>2008</i>	<i>73%</i>
<i>X (SSLC)</i>	<i>STATE BOARD</i>	<i>2006</i>	<i>79%</i>

Project Details:

- ✓ During my MCA final year project on Extract product details from the various branch through my application on in a place (Enterprise extraction system with mobile application) - AdithyaAcademic

Hobbies:

- ✓ Playing cricket and carom.
- ✓ Listening Music's and interest to participate games.
- ✓ Reading newspaper, social media to update my skills.
 - ✓ TV channels (Current affairs, Sports channel)

Personal Profile:

NAME : *VIGNESHKUMAR. R*
FATHER'S NAME : *Mr. RAJENDRAN. E*
MOTHER'S NAME : *Mrs. GANDHIMATHI. R*
DATE OF BIRTH : *16-May-1991*

CURRICULUM VITAE

NATIONALITY

: Indian

LANGUAGES KNOWN

: English, Tamil (Speak Read and Write)

MOTHER TONGUE

: Kannada (speak)

Declaration:

I hereby declare that the information furnished above is true, and complete to the best of my knowledge. I would truly prove myself and would sincerely serve my best for the growth of the organization.

PLACE: Coimbatore

(Vigneshkumar)

DATE: