




S. RAJKUMAR

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 Chennai – 600019.


Professional Summary

Facility and Administrative Executive with **8 years and 10 months** of experience in Electrical Operations, Facility Management, Maintenance, and Administration. Skilled in the operation and maintenance of electrical and utility systems, including HT/LT panels, DG sets, UPS, HVAC, FAS, and solar energy systems. Proven ability in team coordination, vendor management, Pantry Managements, Housekeeping materials Management, Stationery managements, Preventive maintenance, STP, ETP, WTP plant operations, Car maintenance and administrative documentation likes Invoice, PO and Dc using ERP/SAP systems.

Professional Experience

Facility & Administrative Executive

Dusters Total Solutions Services Pvt. Ltd. (Deputed at FANUC Pvt. Ltd., Irungattukottai)


 Feb 01, 2024 – Nov, 2024

- Managing day-to-day facility operations including HVAC, PAC, UPS, STP, WTP, ETP, DG, and security systems.
- Supervising facility maintenance and coordination with vendors.
- Handling equipment breakdowns using root cause analysis and preventive strategies.
- Maintaining administrative records and operational documentation.
- Solar Panel Maintenance (80KW, 2×60KW systems).

Facility & Administrative Executive

Vestian Global Services Pvt. Ltd. (Deputed at FANUC Pvt. Ltd.,


Irungattukottai)

 *June 01, 2023 – Jan 31, 2024*

- Oversaw facility operations including electrical, HVAC, housekeeping, security, and pantry.
- Maintained preventive maintenance schedules and compliance documents.
- Vendor coordination and ERP/SAP-based invoicing and petty cash reports.

Electrical Supervisor & Technician

ISS Facility Services Pvt. Ltd.

 *Feb 16, 2016 – June 01, 2023*

- Operation & maintenance of HT Panels, Transformers (500–1250 KVA), DG Sets (325–1000 KVA), UPS (20–200 KVA).
- Monitoring and control using SIEMENS BMS controllers.
- Expertise in circuit breakers (ACB, VCB, MCCB, MPCB, MCB, ELCB & RCCB).
- Maintenance of documentation: History cards, PPM plans, Breakdown analysis.

Key Skills

- Electrical & Utility Equipment Maintenance
- HVAC & PAC Maintenance
- BMS (SIEMENS) Monitoring
- DG Sets & UPS Handling (Auto/Manual/Synchronization)
- Preventive & Breakdown Maintenance
- Facility & Administration Management
- Team Supervision & Coordination
- SAP/ERP, PO Generation, Petty Cash Management
- Fire Safety Systems (Hydrants, Extinguishers, Sprinklers, Detectors)

- Guest House & Housekeeping Management
 - STP/WTP/ETP Operations
 - Vendor & Inventory Management
 - Car Maintenances
 - Pantry Managements
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Education

B.E. in Electrical and Electronics Engineering

Shree Sastha Institute of Engineering and Technology – April 2015

HSC

Vellaiyan Chattier Higher Secondary School – April 2011

SSLC

Vellaiyan Chattier Higher Secondary School – April 2009

Personal Details

- **Date of Birth:** 12th November 1993
 - **Father's Name:** Subburaj A.
 - **Gender:** Male
 - **Languages Known:** Tamil, Telugu and English (Read, Write, Speak)
 - **Nationality:** Indian
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Declaration

I hereby declare that all the above-furnished details are true to the best of my knowledge and belief.

 Place: Chennai

 Date: _____

 (S. Rajkumar)
