

# Curriculum Vitae

**PARVEEN VASHISTH**



**Durga Bhawan,  
Near Plot no.- 125,  
Udyog Vihar, Phase-1,  
Gurgaon**

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## **OBJECTIVE:**

To become a part of the established, progressive and professionally managed organization that can provide adequate opportunities and environment for contributing to the development of the organization

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## **EXPERIENCES:- Total Experience (5 years.)**

- Presently working with **CUSHMAN & WAKEFIELD** as a **Sr. Engineer** from JAN'17 to till date at **Mahindra Aura New Palam Vihar, Gurgaon.**
- **3 years'** experience with ALIGN FACILITY at INTELENET GLOBAL SERVICES, Gurgaon as an FE Tech.  
(Building + Floor) from DEC 2013 to JAN 2017.
- **1.5 years'** experience as an Asstt. Engineer at Ansal Plaza Mall, Kundali, Sonapat from May 2012 to DEC 2013.

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## **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS:-**

Education	Board/Univ.	Percent age	Division
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<b>Matric</b>	<b>HBSE</b>	<b>78%</b>	<b>1st</b>
<b>Sr. Sec.</b>	<b>CBSE</b>	<b>68%</b>	<b>1st</b>
<b>B.TECH(Electrical Engg.)</b>	<b>MDU ROHTAK</b>	<b>66%</b>	<b>1st</b>

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**M/S Cushman & Wakefield**  
**As a Shift Engineer (Operation & Transition) - Facilities Engineering Management**  
**Site: Mahindra Aura Residential complex (Area of 18 Acre) Sec-110 A New Palam Vihar Gurgaon.**

- Doing Planning and execution in aspect of Facility Management in new sites (i.e. CAM, Manpower etc.)
- Doing planning and support concerned team for habitation in new started residential sites.
- Actively participate in Handing/Taking over equipment's/assets and common area from project team to Facility team.(Snagging, D-Snagging, Joint inspection)
- Dealing & Handling various types of complaints received from residents related to E & M, Security, Soft services, Horticulture, Parking of operational residential sites.
- Inventory Maintain & Manage as per the requirement of site.
- Ensuring the fit out completion/rectification of work in residential apartments or by vendors/ as per the company norms.
- Preventive Maintenance of all Assets (i.e. D.G set, Transformer, HT & L.T.Panel, Fire-fighting and plumbing system etc.).
- Generating various report so as to present these to the seniors.
- Breakdown Maintenance record
- Commercial Billing & Electricity invoices.
- Vendor Management
- Collecting quotation for AMC of equipment's and also renews them after getting approval.
- To manage and maintain all the integrated facilities as per the requirement of site.
- To maintain the proper documentation on the basis of daily, weekly and monthly and reporting to the client and senior officers (DMR,MMR,INCIDENT REPORT)
- Generation of bills and collection of the same from the respected shop owners.
- Dealing with vendors and coordinate with them for completion and rectification of work.
- Handling club and its equipment.

- Event Management.
- Complaints Management.
- Maintain Building & Environment compliances as per GVT. And Build relation with government agencies.
- Maintain Vendor score card on monthly basic.
- RWA formation process And Handover.
- Making Transaction Schedule and format.
- Maintain WTP , STP and swimming pool water criteria for healthy environment.

## **M/S Align Services Facility Management**

### **As a FE Tech - Facilities Engineering Management**

**Site: Serco BPO Pvt. Ltd. (Commercial complex) Udyog Vihar, Phase 3, Gurgaon.**

- Handling the following equipment's
  - HT Panel (VCB-Schneider.)
  - Transformer - 1600 KVA (universal) oil type.
  - LT Panels with Electrical distribution panels (ACB- ABB - 1000A-2500A, AMC etc.)
  - DG Sets (Engine- Cummins (500 KVA & 750 KVA) with Air cooled and water cooled.
  - ACBs
  - HVAC
  - PAC
  - Data Center
  - Hub Room
  - UPS
  - Fire Fighting System
  - Isolators panels
  - Sump Pumps
  - Floor Management
  - Building Management
- Operation and Maintenance of 11 KV / 433 V Substation having HT Panels.
- Operations and maintenance of Transformers & LT panels.
- Operation & Maintenance of Induction Motors Sump-pumps, Submersible Pump.
- Operation & Maintenance of Fire Fighting system which includes fire hydrant system, sprinkler system, jockey pump, diesel driven engine pump, fire extinguishers and fire detector systems etc.
- Operation & Maintenance of 200 KVA, 160KVA, 40KVA UPS.

- Making PPM Schedule and Maintain them
  - Vendor management, Scheduling, Billing, Procurement, Inventory control.
  - HK and Horticulture Operations and processes.
  - AMC reports, Service Reports, Proactive approach for cost cutting.
  - Rectification of faults in HT lines
  - Operations and maintenance of WTP plant.
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## **TRAININGS:-**

- Technical training from Deenbandhu Choturam Thermal Power Plant, Yamunanagar.
  - Technical training from OSRAM Electricals Pvt. Ltd, Sonapat.
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## **PERSONAL PROFILE:-**

<b>Father name</b>	<b>Sh. Krishan Dutt</b>
<b>Date of Birth</b>	<b>01.01.1991</b>
<b>Address</b>	V.P.O.- Bhigan, Distt. Sonapat, Haryana.
<b>Contact Nos.</b>	<b>+91 - 9821763949</b>
<b>Languages Known</b>	<b>English &amp; Hindi</b>

**Date:**  
**Place: Gurgaon**

**( Parveen Vashisth )**