

## MD EHTERAJ KHAN



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**Location Preference:** Delhi NCR/Mumbai/Pune/Kolkata

***Versatile, high-energy driven professional targeting assignments in General & Facility Administration with an organization of repute***

### PROFILE SUMMARY

- A result-oriented professional with **over 6 years** of experience in General Administration, Facilities Management & Team Management
- Skilled in managing activities like housekeeping, security services, vendor & stationary management
- Received **Appreciation Certificate** from JLL for outstanding performance in Jan'18
- Possess excellent knowledge about **WTP**
- Skilled in taking ownership of entire site infrastructure including building exterior & interior, housekeeping services, wellness center, recreational facilities, fitness center, café services, employee transport services, helpdesk services, electrical / mechanical / HVAC & vendor management
- Successfully completed many projects related to cost saving, process excellence, automation, employee satisfaction, performance management
- Possess honed leadership, communication, analytical and interpersonal skills

### CORE COMPETENCIES

<b>Facility start-up, Expansion Planning, Project Set-Up</b>	<b>Modification &amp; Maintenance Space</b>
<b>24/7 Service Delivery, SLA Management</b>	<b>Transition Management</b>
<b>Budgeting, P&amp;L</b>	
<b>General Administration Development</b>	<b>Risk &amp; Compliance</b>
	<b>Vendor</b>

### ORGANIZATIONAL EXPERIENCE

**DLF New Town Heights, Kolkata as Facility Executive**  
(Since Apr'16)

**RBS, Gurgaon as Maintenance Engineer**  
Apr'16)

(Mar'15-

**HSBC, Gurgoan as MEP Supervisor**  
(Apr'13-Nov'14)

**Iffco Tower, Gurgaon as MEP Supervisor**  
Apr'13)

(Aug'12-

#### Key Result Areas:

- Engaged in the performance of Star Delta & Dol Starters, CCTV, FIRE, PA Systems, UPS System & Circuit Breakers such as ACB, MCCB, RCCB, ELCB
- Managing inventory, administering HVAC systems by BMS systems as well as monitoring safe work permit register
- Generating daily reports as well as controlling preventive maintenance by being a scheduled planner
- Analyzing effectiveness of facilities and services operations as per set process & procedures
- Negotiating & finalizing service agreements with reliable contractors for execution of servicing works as per budgeted parameters

- Deploying strategies, SOPs, functional policies and controls mechanisms and CAPEX / OPEX budget for efficient operations
- Ensured optimum utilization of space and maintenance of various interiors by adopting latest trends and proper maintenance of Building Services (like Electrical, Air-Conditioning, Plumbing, Security Management, CCTV, Access Control & Fire Detection System, Firefighting, so on)
- Enabling “customer delight” by identifying customer requirements (Voice of the Customer) and monitoring service delivery to all business stakeholders
- Supervising administrative functions like transportation, housekeeping, maintenance and up-keep of establishment
- Maintaining optimum inventory levels in the stores, monitoring logistics, and maintaining business relations with vendors for the procurement of necessary items

### Highlights:

- Developed, maintained and monitored operating budgets, making needed adjustments to ensure budget requirements are achieved
- Monitored day-to-day operations
- Directed staff results by coaching and counseling employees, and planning, monitoring and appraising job performance; maintained staffing logistics by recruiting, selecting and training employees
- Authorized vendor contracts for services such as plumbing, mechanical, electrical and supplies
- Saved INRs in operating expenses by minimizing unnecessary purchases, contracts & labor costs
- Slashed cost by developing new processes for stationary and photocopy
- Delivered administration cost savings through various strategic measures such as developing new AMC vendors & project interior vendors

### ACADEMIC PROJECT

- Social Networking Site (Language of Implementation Asp.Net)

### TRAINING ATTENDED

- Received 1 month of training at **HCL Info Systems, Aligarh** on **Core Java**.

### ACADEMIC DETAILS

**2012:**      **Bachelor of Technology in Computer Science & Engineering** from **Vivekananda College of Technology & Management, UPTU, Aligarh** & scored **64.56%**

### IT SKILLS

- **Languages** : C, Core Java, C#.NET
- **Database** : ORACLE, MS Access, SQL Server
- **Query Language** : SQL
- **Scripting Language** : HTML, JavaScript
- **Operating Systems** : Windows

### PERSONAL DETAILS

**Date of Birth:** 17<sup>th</sup> August 1991  
**Languages Known:** English, Hindi and Urdu  
**Current Address:** H.No. 96/4, Collin Street, Kolkata 700016  
**Permanent address:** Vill + Post, Mahend District Ghazipur Uttar Pradesh-233228  
**Passport No:** M1629889(27th August 2024)