

CURRICULUM VITAE

CHETAN SWARUP

Facility Manager.



PROFESSIONAL PROFILE & ROLE

- Facility Administration
- Vendor & Supply Management
- Budget optimization & Analysis of results
- Communication Processes & Grievance Handling
- Property Management
- Formulation and updating of periodical Maintenance Reports
- Compilation of scheduled Weekly & Monthly Revenue reports
- Compilation of Data and Analysis
- Liaison with Govt. Authorities
- Handling Contractual staff
- Planning, Managing Events & Caterings
- Housekeeping, Maintenance & Security
- Front & Back Office Support Services

Professional Experience

Current : M/s AVS Facilities : **Facility Manager**, November 2013 onwards

Profile : Handling Administration & Facility Management of Ozone Park & Sai Apartments , Sector 86, Faridabad. This is 640 Unit Residential Society which is 90% Occupied with total Land Area of over 30 Acres.

Key Result Areas:-

- Assuring the manpower deployment is adequate for Housekeeping, Security and Horticulture and for maintenance
- Maintaining accurate records of the condition of the equipment and other systems in the Flats/Building
- Accountable for deciding budgets for all the sites to ensure maximum cost control
- Creating a schedule for regular evaluation of the facilities
- Ensuring that all the equipment and other facilities are working properly
- Building systems or programs in the institution to detect problems as early as possible.
- Initiating interventions to solve problems in the facilities
- Developing a system for cleaning, repair and maintenance of facilities

- Creating back-up or alternative systems for common problems such as power shortage
- Conducting an active campaign on safety measures in the flats/building
- Hiring facilities service staff and training them appropriately to ensure competent work output
- Carrying out staff development programs such as skills enhancement trainings and sessions
- Sustaining the efficiency and good working conditions of the facilities
- Estimating the work quality of staff and other subordinates
- Interfacing with other offices and units for things that are not within the scope of the facilities service team
- Guiding the workers of the establishment on the proper use and care of its equipment and other facilities
- Coordinating with the top management on work issues

M/s J.S Hospitality Services : **Area General Manager**, handling 04 Units. October 2011 to November 2013.

Handling 03 Pind Balluchi outlets in Delhi NCR and 01 outstation outlet in Patna, Bihar.

Profile : Operational Processes, Property Management, Administration, Budgeting, Vendor & Supply Management, Recruitment & Training.

M/s Le Millennia, Gurgaon : Multiple units in the capacity of **General Manager Operations**. October 2010 till October 2011.

The Oak Tree: A International Bistro; Attitude Alive: The Club with Live music; Needs Gourmet: Café & Retail ; Kitchens United : International Catering, Gurgaon.

Profile : Administration, Vendor Management, Purchase, Facilities Management & Liasoning.

Magique Hospitality Pvt Ltd : New Delhi : Handling 03 restaurants in the capacity of **Manager Operations**. February 2008 to October 2010.

Magique: The boutique restaurant at The Designer Village , The garden Of Five Senses, New Delhi; Keya & Kainoosh : The all new Bar Lounge & The Modern Indian Cuisine Restaurant, at DLF Promenade, Vasant Kunj, New Delhi.

Profile : Administration, Maintenance, Handling Contractual Labour, Liaoning, Recruitment & Training.

Ruby Tuesdays, India, New Delhi : **Restaurant General Manager** –April 2006 till February 2008

Ruby Tuesday, Connaught Place and later Nehru Place : Overall management of the unit including all support services like Marketing, Sales, Administration , Purchase , Housekeeping & Maintenance of unit.

Old World Hospitality Pvt. Ltd: At Habitat World, India Habitat Centre, New Delhi : **Manager Banquet Operations** - November 1997 till April 2006.

Banquets & Conferences as Banquet Manager,
Events Etc Catering as Manager,

Oriental Octopus – Speciality restaurant from the
Orient as F&B Executive,

Delhi O Delhi & Past Times- The Indian Speciality
restaurant and English pub as Asst. Manager,

The All American Diner as F&B Executive

Park Royal, New Delhi : Steward - Nov 96 to Nov 97
Blooms – The Coffee Shop

Academic

- Bachelors In Hotel & Restaurant Management. Institute of Professional Sciences & Management, Mangalore University, Karnataka ,1996
- Certificate course in computers – NIIT , Delhi
- XII - Mount Carmel School, New Delhi- Commerce Stream. 1993
- X - Frank Anthony Public School, New Delhi, 1991

Personal Information

- Date of Birth : 23rd January 1972
- Father's Name : Sri. Suman Swarup
(Retired Govt. Employee)
- Permanent Address : Apartment 3C, Tower 11, Sector 86,
Faridabad, Haryana.
- Contact Details : Mobile 9871311006.
- Email Address : chetanswarupm@gmail.com

Current CTC : INR 65,000 /- Monthly.