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# VISHAL KUMAR

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**Address:**Kalka JI, New Delhi- 110019

**Career Objective**

* Enthusiastic and a passionate professional seeking managerial responsibility in seamlessly overseeing Facility & Maintenance Services, Administration, Purchase & Vendor Management, Assets Management/ Audit&Warehousing, Operation & Sales Supportto increase company’s profitability and customersatisfaction.

**Career Summary**

* A focused specialist with 12 years of work experience in purchase, administration, facility & maintenance, assets management/ audit&warehousing& support.Worked with 24 Seven (GPIL), Pizzahut (DIL), FCML Distributor’s Grid Total Solution.

**Skills**

* Purchase and Vendor Management
* Asset Management/ Warehouse/ Audit/ Transportation
* Facility & Maintenance (Equipment’s& Building)
* Office Administration
* Budgeting & Cost Reduction
* Documentation & MIS
* Fluency in MS office with Advance Excel Formulas, PPT Presentation.
* Knowledge of SAP, Tall7 ERP, Internet, Outlook Express, Cloud, Typing Hindi & English

**Professional Experience**

* **Grid Total Solution, Gurgaon**

Manager Facility & Maintenance Jan 2021 to Till Date

* **FCML Distributors Pvt Ltd, New Delhi**

Manager Admin Facility& Purchase Nov 2018 –Dec2020

* **Godfrey Phillips India Limited- 24 Seven**

Sr. Executive Purchase &Assets Management/ Warehouse Dec 2011 to Oct 2018

* **Devyani International Limited- Pizzahut& KFC**

Executive Purchase&Assets Controller Sept2007 to Nov2011

**Carrier Description**

* **Purchase and Vendor Management**
  + Responsible for procurement of new equipment’s, Maintenance & Facility Material as per requirement, Purchase and installation etc.
  + Responsible for purchase requisitions processing & placing purchase orders with vendors and follow-up for dispatch, invoice issues & on time material delivery.
  + Developing and responsible for arrangement of new vendors/ zone wise, quote comparison, negotiation, rate contract and vendor approval process etc.
  + Arrangement of Service Vendor after equipment warranty, make Rate Contract, Call basis contract, Labour maintenance contract and Annual maintenance contract.
* **Asset Management –Supervision & Maintain Warehouse** 
  + Asset management in ERP of stores & warehouse (in co-ordination with audit, finance)
  + Manage inventory and audit of assets in w/h and stores
  + Co-ordinate for transportation removal of new/ unwanted and damaged assets at warehouse & stores
  + Manage renovation stores old equipment’s movement, packing and inventory
  + Co-ordinate packers & movers, transporters for transportation of assets.
* **Facility & Maintenance** 
  + Handling of Technical, Housekeeping & Security Staff with duty roaster and work schedule.
  + Handling Stores/ Office Repair and maintenance of all equipment’s- Cooling & Refrigeration, Kitchen- F&B, Air conditioning, DG set, Electrical Fixture, Fire safety and Vendor equipment’s Civil, Plumbing, Carpentry and Pest Control etc.
  + Observation of maintenance helpline to log complaints from stores and provide timely resolution
  + Follow up with various vendors to ensure issues are resolved satisfactorily and well in time of all electrical, equipment’s, civil and plumbing work etc.
* **Administration**
  + Responsible for day to day administration activities, providing facilities, Telecommunication, Transport, security control, Events, HR and employee coordination etc of stores/ office.
  + Handling Time keeping, Attendance, Telephone lines, Mobile phones, logistics/ Transportation, Courier services, Hotels, Cabs, Procurement, Storage and issue of stationery. Pantry material and keeping records etc.
* **Monitor expenses & budget** 
  + Accountable for managing the financial resources for Facility & Maintenance
  + Developing and managing the annual operating budget for Facility & Maintenance.
  + Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
* **Documentation& MIS**
  + Following company policies and procedures for the effective purchasing, supplies of equipment, and 3rd party service providers documentation.
  + Preparation of P.O, approval, budget, Material followup, logistics arrangement.
  + Observation of all maintenance, admin, purchase and project related communication- Store complaint log book, Vendor call log book, Electrician complaints log book, Visit and Audit report, Approval order, Work order, Warranty terms, Payment process, Monthly MIS, Maintenance expenses, Budget v/s Actual comparison, AMC agreement etc.
  + Daily stores/ office utility tracking (Electrical Units & Diesel)
  + Develop and responsible for execution of various type of maintenance formats and process at stores/ office for smooth facility work.
* **Communications & working relationships**
  + Internal:
  + Operation/ Sales /Project /Training/ Admin/ Finance
  + Middle Management/Jr. Management
  + External:
  + Vendors/ Government Authorities

# Educational Qualification

* + MBA in Finance – JRN Rajsthan Vidyapeeth Deemed University, Udaipur
  + Bachelor’s in arts – JP University, Chhapra
  + GST Taxation certification -IL&FS Institute of Skill, New Delhi

# Personal Details

Marital Status : Married

Nationality : Indian

Sex : Male

Languages Known : Hindi, English

Preferred Location : Willing to shift anywhere

# Date:----------------------

# Place:---------------------- (Vishal Kumar)