



CV-Jaspreet Singh Saka



About Me



13 Years experience

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April 04, 1986

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Mumbai, Maharashtra



<https://www.linkedin.com/in/jaspreet-singh-saka->

Facility Management Professional

Seasoned professional with 13+ yrs. of experience in managing end-to-end facilities & office administration management. I harness rich experience working with diversified business domain while implementing processes & technology integration for upkeep of facilities. I intend to grow in this industry working in highly professional environment, which will provide me opportunities to explore and present myself at best and prove my potential.



Education

Bachelors in Hotel Management

July 2011

KLE Society's S Nijalingappa College
AICTE & BU
Bangalore, Maharashtra

HSC

March 2005

G.N. Khalsa College
Maharashtra University Board
Mumbai, Maharashtra.

SSC

March 2003

G.N. School
Maharashtra University Board
Mumbai, Maharashtra.



Professional Qualifications and Affiliations

- 13 + years of experience in facilities maintenance & operation.
- Knowledge of HIRA, EHS standards & other environmental regulations.
- Certified internal auditor ISO 45001:2018 (Occupational Health & Safety Management Systems.)
- FTM skill development program 2018.
- MSC-IT Certified 2010.
- Certified professional on English usage & conversation 2005.



Career Highlights

- Awarded for successfully attaining 33 lakhs refund due to invariable charges levied for tenure towards utilities.
- Recognized for excellent performance for F.Y. 2019-2020.
- Awarded as a COVID warrior FY 20-21. For front ending facilities operations & enabling BCP, Successfully accomplishing organization business goal.
- Academic Project - I: Worked with Taj Vivanta (Bangalore) as a part of industrial trainee program for duration of 6 months in F&B Service and other core functional areas of hotel i.e., Housekeeping / F&B – production & Front Office.
- Academic Project - II: A project undertaken concerned to Marketing Feasibility & Financial Viability, with envisioning towards establishing 'Star Grade', business class category hotel in / around Mumbai.



Skills

- Communication
- Analytical & problem solving
- Negotiation skills
- Risk management
- Leadership & Ownership



Work Experience

November 2022 – March 2025

Administrative Specialist (Managerial role).

NTT Data Centers & Cloud Infrastructures (i) Pvt. Ltd.

Noida – Techzone IV , Uttar Pradesh.

Admin s Soft Skill management of DC capacity of 23 & 22 MW with an area of 4, 85,000 sq.ft. Campus including DC, DG s GIS building.

- Key responsibilities includes Data Center Hygiene, achieving class VIII level standards for cleanliness s hygiene at DC building.
- Preparing soft services 52-week calendar for DC compliant. Implement corporate policies s standards are being followed, whilst conducting quarterly internal audits to ensure on-ground implementation of the policies. DC visits with security protocol being followed for client s visitors.
- Managing CAPEX s OPEX: Control expenses associated with Labor, operational expenses s cash purchases.
- Maintaining of statutory compliance, vendor onboarding, petty cash handling, fixed asset register, material movement. Implementing HIRA. Helpdesk – working on online ticketing platform 'Esolve' portal with defined SLA for day- to-day operations. Forecasting and annual budgeting. Participating in strategic project planning s playing vital role in deep cleaning services for project floors delivery to operations.
- Travel management- Ticketing. FRRO, VISA application, Hotel accommodation, cab arrangement etc.

Sept 2021 – June 2022

Sr. Manager Operations PAN India.

MyBranch Services Pvt. Ltd.

Navi-Mumbai, Maharashtra

Managing 40 + locations across PAN India with various business model hub into co-working space.

- CRM / Upkeep of branches / Daily reporting / Organizing client meeting / client visits / Time – office management / Petty cash / Team building / L&D / Conducting training / Employee engagement activities / R&R program.
- Compliance / executing lease agreement / Reconciliation of accounts / managing building compliance.
- Invoices accounting / Payments processing & approval / Payments collections / sourcing NDC's.
- MIS reporting / Team building / Skills training / Goal setting / Quarterly performance review.
- Procurement- sourcing competitive Quotes, RFP & BOQ's /Presenting business case / Cost optimization.
- Cross-functioning with HR / Accounts / Legal / Branding & Marketing team.
- End-to-end Facilities & property management.
- Sustaining 90% CSAT score.
- Responsible for managing branches annual budgeting + P&L.

June 2016 – July 2021

Sr. Associate Manager Facilities & Property Management.

Sutherland Global Services Pvt. Ltd.

Mumbai – Maharashtra.

Handling area of 205,000sqft. Roles and responsibilities included:

- Daily Up-keep of facilities & reporting / meeting with SD's & quarterly town hall events / conduct skip meeting. Cost optimization / inventory tracking / equipment maintenance for, PAC, APU, DG, UPS, Chillers.
- Guest House management / Liaison with BM team / Monitoring on-site activities / coordinating with support function team / supporting CSR activities / OSHAS implementation / Incident reporting / Scrap disposal / Document storage & disposal handling / Petty cash / cafeteria & executive pantry management.
- Liaison & coordinate with STPI / SEZ / MPCB / Electrical inspector / IT & ITES dept.
- Undertaken CAPEX projects & preparing business cases / procurement & building strategies / manage periodic capital purchases / Negotiate & administer contracts / evaluate order & bids.
- Financial support: Preparing GRN /SRN, invoice validation & Approval. Vendor NDC, Reconciliation, Raising Requisition, Preparing Annual budget OPEX & CAPEX.
- Supported BCP during COVID-19 outbreak / managed vital role in execution of organization plan for enabling WFH business module / collection & distribution of organization assets to employees during WFH / liaison with STPI & SEZ bodies for movement of assets.

January 2014 – June 2016.

Asst. Facility Manager (IFM services)

Jones Lang LaSalle (I) Pvt. Ltd.

Mumbai, Maharashtra.

Managing & front ending on-site operations related to Facilities & Property management for an area of –'1,10000 sqft. Roles and responsibilities include:

- Taking daily & preparing observation report & attaining closure.
- Vendor management / Security controls management / courier – time office management / handling client visits.
- Monitoring essential service by planning & routine range of core services: Cleaning / Cafeteria / Pantry management / Pest control, Mail room & valet parking.

- Space management planning, keeping track & processing invoice submitted by vendor on monthly basis.
- Maintaining database & records up-keep / Administrative purchases – stationery & reprographics.
- Maintaining redundant for critical & technical equipment / soft services / team handling / training & development / KPI / QPR.
- Managing R&M, OPEX of office equipment's, appliances, furniture, furnishings, vehicles, building, etc.
- Monitor all Statutory Compliance / Asset Management / Liaison & coordinate with local governing bodies.

March 2012 – May 2013.

Sr. Facility Executive

Sodexo On-Site Solution (I) Pvt. Ltd.

Mumbai, Maharashtra.

October 2011 – December 2011.

Food Specialist.

Godrej Natures Basket.

Mumbai – Maharashtra.



Computer Proficiency

MS Office 365 / Business Intelligent tools – Ariba / Swift / Oracle-PeopleSoft / Service Now.



Languages

- Fluency; (W/R/S) - Hindi / English / Marathi.
- Elementary; French.



Personal Details

Father's Name: Gopal Singh Saka

Birthday: April 04, 1986

Gender: Male

Marital Status: Married

Nationality: Indian

Declaration

I, Jaspreet Singh Saka, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Jaspreet Singh Saka

Ghaziabad, Uttar Pradesh..