**Goutam Chanda**

Email: *mail\_for\_gc@yahoo.com* . Cell : **9051528669**

Alternative Number: 983087489

Location: Mumbai, Maharashtra. .

Notice Needed to Join: **15 to 30 days**.

Salary Expectation: **Negotiable**

Recently taken the Service break (Early retirement scheme) from last employer.**(Tata Group company**)

**Relocation** : Ready to relocate to any Metro cities. . **Age**: 55 years

Professional Summary

Experienced senior professional with over total 30 years of expertise in the **Facility Management**, **Corporate Administration** and Hotel Industry .

Adept at leading teams, managing large-scale Property/Facility and overseeing overall operations.

Proficient in vendor management, expense control, and delivering both Soft and Technical services, including Housekeeping, Building Maintenance, Utilities upkeep, Security & Guarding , Cafeteria,

Travel services, Event management, Landscape mgmt , EHS and CSR support, Employee Training, Outsourced team handling, internal and external Customer satisfaction matrix management

Strong leadership skills, backed by a solid educational foundation in Hospitality Management (IHM Grad),and Risk Management (MBA).

**Additional /Professional Certifications**

* Green Building Certification • Basic Fire Fighting
* Six Sigma Principles • QMS Audit for ISO 9000

# Work Experience Curve

## Tata Motors

Deputy General Manager – Administration (2019-25)

* Led and managed corporate administration services across multiple facilities, ensuring operational efficiency and cost optimization.
* Oversaw vendor management for various soft services, including housekeeping, security, and cafeteria management.
* Successfully implemented and maintained systems for departmental budgeting and MIS reporting.

## Cushman and Wakefield

Associate Director Facility Management

* Provided consulting services for facility management to large corporate groups.
* Offered expertise in soft services and vendor negotiations, driving cost-efficiency and operational excellence.

## Godrej Properties Ltd

Senior Manager Facility Management

* Handled facility management services and vendor coordination.
* Ensured smooth functioning of the administrative and operational aspects of the facility.

## DLF Universal Ltd

Building Manager - Commercial Properties.

* Supervised daily operations of facility services, including housekeeping, travel desk, and employee events.
* Managed budget and expense control for administrative functions, ensuring cost-effective service delivery.

## Johnson Controls India

Regional Operations Manager -FM Business

* Responsible for managing soft services, including security, cafeteria services, and guesthouse management.
* Led training programs for staff to enhance service delivery and operational efficiency.
* Developed and maintained MIS reports for upper management.

## Taj Hotels

Chef and Hotel Operations Executive

• Managed kitchen operations, overseeing food production and quality control. • Led team members in delivering a high-quality guest experience, maintaining operational efficiency.

# Education

**MBA** in Risk Management . [University of Burdwan. ]

**Bachelor's** in Hospitality Management [IHMCTAN Kolkata]

**Social and volunteering**

• Tata Group’s voluntary social service project leader. (part of CSR drive ). Recipient of Certificate from Group Chairman.

# References

Available upon request.