

# Jitender Kumar Singhal

(SR. MANAGER – ADMINISTRATION & FACILITY)



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## SUMMARY:

Result-oriented Sr. Manager – Administration & Facility with 24+ years of experience across manufacturing and corporate sectors. Proven expertise in facility management, compliance, crisis handling, and vendor optimization. Skilled in ISO, EHS, 5S, and cost-control strategies. Adept at leading cross-functional teams to drive operational excellence.

## CORE COMPETENCIES:

Administration & Facility Management | Statutory Compliance | Vendor Management  
Crisis Management | AMC Optimization | Budgeting & Cost Control | ISO, EHS, 5S Implementation  
Space Planning | Transport & Fleet Management | Safety & Security | MIS & SAP (MM/PM/SRM)  
Preventive Maintenance | Multicultural Team Handling | Inventory Control | Event Coordination

## PROFESSIONAL EXPERIENCE: 24+ Years in Administration, Facility & Operations.

### ➤ Head Administration

*Utility Engineers – Gurugram | May'25 – present.*

- Similar responsibilities as previous role, including vendor governance, operations, safety & compliance.

### ➤ Sr. Manager – Facility Administration

*Rai University, Ahmadabad | Aug'22 - May'24*

- Led administration for 10-acre campus including hostels, classrooms, cafeteria, offices, and utility services.
- Achieved 100% statutory compliance through audits, documentation, and liaison with local govt. authorities.
- Reduced AMC and operating costs by 30% through vendor development and in-house solutions.
- Supervised 150+ staff across housekeeping, security, gardening, drivers, pantry, and maintenance.
- Upgraded fire & safety systems including CCTV, VMS, access control, and coordinated fire drills.
- Spearheaded infrastructure improvements, hostel maintenance, and festival engagement events.
- Generated reports such as MMR, HSD, Electricity, Budget, MRV, IOM etc.
- Oversee predictive/preventive plant maintenance, AMC control and proper ISO documentation.

### ➤ Sr. Manager – Administration & Facility

*BCCL (The Times of India Press) – Sahibabad | Jun'08 - Mar'22*

- Strategic coordination with Plant Head regarding events, Estate requirements & Infrastructure.
- Directed facility operations for 24x7 plant facility, managing utilities, transport & security.
- Managed AMC, budgeting (CAPEX/OPEX), procurement (SAP/MM), and contract negotiations.
- Reduced operational cost by 50% through low-cost automation & internal engineering solutions.
- Implemented centralized asset tagging; achieved 95% traceability improvement.
- Handled factory license renewals, statutory NOCs, and ensured 100% compliance with all local and regulatory norms.
- Maintained ISO/EHS compliance through audits, documentation, and zero-accident enforcement.
- Trained cross-functional teams and ensured SLA-based vendor monitoring & renewals.
- Enhanced work environment via 5S, canteen hygiene, transport scheduling, and emergency drills.
- Led and delegated tasks across cross-functional teams (Admin, Engineers, Officers, Supervisors, Housekeeping, Cafeteria, Security, Gardening and Labor) while monitoring overall O&M performance.
- Managed fire safety system upgrades, conducted fire drills, and coordinated with the fire department.
- Handle incidents/Crisis reports and lesson-learned documentation and Improve space utilization.
- Ensure compliance with statutory norms, SOPs, Evaluate vendors and manage food hygiene in canteen.
- Manage travel, Stay, Insurance for staff & Maintain health & safety, Risk assessments, ISO audits, QA protocols.

### ➤ Chief Engineer

*Clutch Auto Limited – Faridabad | Oct'06 - June'08*

- Led plant maintenance, managed AMC vendors & ensured uninterrupted operations.
- Implemented root cause analysis (RCA), reduced downtime, and improved machine availability.
- Coordinated with vendors for spares, AMC, DG sets, HVAC, and ensured timely repairs.

### ➤ Maintenance In charge

*Mascot (India) Tools & Forgings Pvt. Ltd – Ghaziabad | Sept'05 - Oct'06*

- Oversaw daily plant maintenance, equipment servicing, and shop floor utilities.
- Maintained logs, AMC records, and ensured minimal production interruptions.

### ➤ Mechanical Engineer

*Maintenance - Bhushan Steel & Strips Ltd – Sahibabad | Jul'99 - Sept'05*

- Handled plant maintenance and utilities focusing on shutdowns, improvements, and team coordination.

## STRATEGIC FUNCTIONAL EXPOSURE:

- **Strategic Administration & Policy Implementation:**  
Development and enforcement of administrative policies, SOPs, internal protocols, and process documentation to streamline operations, standardize compliance, and align with organizational goals.
- **Budgeting, Procurement & Cost Optimization:**  
Budget forecasting, vendor cost analysis, petty cash handling, and office supplies procurement for financial efficiency across departments.
- **People Management & Team Development:**  
Recruitment, on boarding, training, performance evaluation, and leadership of cross-functional admin teams to ensure smooth functioning and skill enhancement.
- **Corporate Travel & Facility Services:**  
End-to-end management of guest houses, hotel booking, transport scheduling (bus/taxi), ID coordination, staff movement, and employee event organization.
- **Workplace Infrastructure & Facility Planning:**  
End-to-end management of workspace setup, seating layouts, meeting rooms, common areas, interiors, maintenance, and IT infrastructure support.
- **Admin Operations & Corporate Services:**  
Travel coordination, staff mobility, hotel/guesthouse arrangements, ID/pass issuance, cafeteria supervision, festival/event planning, and welfare services.
- **Facility & Infrastructure Planning:**  
New office setups, cabin design, workstation allotments, meeting rooms, pantry/cafeteria, hostel maintenance, interiors, festival setups, and repair/maintenance of physical assets.
- **Vendor Governance & Contract Control:**  
Strategic negotiation, SLA tracking, AMC handling, compliance-based vendor evaluation, and legal contract processing with continuous performance monitoring.
- **ERP, Asset & Inventory Management:**  
SAP (MM/SRM), PR/PO, inventory control, logistics, FIFO/LIFO, dispatch planning, stock updating, and asset tagging for 100% traceability.
- **Compliance & Government Liaison:**  
Oversight of ISO, EHS, POSH, OHSAS, fire audits, factory licenses, statutory NOCs, and liaison with statutory bodies for zero deviation in corporate compliances.
- **Utilities & Technical Infrastructure:**  
Operation and maintenance of DGs, RO, HVAC, STP, ETP, Solar Panels, IGL, Pumps, Compressors, Fire Systems, Transformers, and other critical utilities.
- **Soft Services & Facility Hygiene:**  
Management of housekeeping, pantry, horticulture, pest control, waste disposal, fogging, glass cleaning, repellent sprays, sustainable waste disposal and environment-friendly hygiene practices.

## ACHIEVEMENTS:

<b>Employer Branding</b>	: Improved brand image by 45% via 5S, Kaizen & EHS-based transformation strategies.
<b>Cost Optimization</b>	: Reduced 50% OPEX using in-house Hydro Extractor installation for waste disposable.
<b>Manpower Efficiency</b>	: Saved 15% manpower cost through multiskilling and role-based optimization.
<b>AMC Reduction</b>	: Lowered AMC expenditure by 30% via vendor development and in-house repairs.
<b>Security Upgrade</b>	: Enhanced site security with advanced VMS & surveillance protocol upgrades.
<b>Asset Management</b>	: Centralized tagging improved asset traceability and control by 95%.
<b>Equipment Reliability</b>	: Zero Breakdowns initiative boosted uptime and reduced downtime issues.
<b>Vendor Management</b>	: Standardized SLAs improved vendor service quality and escalations handling.

## PROFESSIONAL & ACADEMIC QUALIFICATIONS:

- **MBA - HRM and Production & Operations Management**  
Subharti University (DEC-UGC), Meerut | 2017 - 65%
- **Diploma - Mechanical Engineering**  
Devnagri Polytechnic (U.P.B.T.E.), Meerut | 2003 - 70%
- **Bachelor Degree – Commerce**  
C.C.S.University, Meerut | 2000 - 52%

## PERSONAL DETAILS:

- **Age** : 48 years (as of July 2025)
- **Marital status** : Married
- **Languages Known** : English, Hindi

**Date:**

**Place:** Ghaziabad

**(JITENDER KUMAR SINGHAL)**