

Anto John

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Summary

- Seasoned & versatile management professional with cross-functional experience of 10+ years in handling complete facility management including housekeeping, security, F&B, General administration, Contract management etc.
- Highly resourceful in identifying, developing, and negotiating with vendors for the procurement of necessary items, supplies and material for the smooth running of operations of the organization. Hands-on experience on P&L management, forecasting and team management.
- A keen planner, strategist and implementer with proven success in devising and effectuating policies aimed at ensuring smooth running of operations and execution of administrative tasks.
- Instrumental in interacting with different departments for executing the maintenance of all equipment in the organization and enhancing the overall efficiency.
- Excellent communication skills with effective relationship building analytical skills; exposure of working in environment.

Key Highlights

Corporate Real estate	Budget Planning (Opex/Capex)
Facilities management/General admin	Workplace experience
Transition management/Office set up	Vendor/Contract Management
P&L Management	Labor compliances/Statutory regulations
Customer Focus/ Stakeholder Management	Innovation/technology implementation

Experience

Equinix India Pvt Ltd (Husys Consulting Ltd) Mar 2023 – Mar 2025

Corporate Real Estate Lead- India

Responsible for managing end to end Real Estate portfolio and administration for a diverse portfolio of offices in India.

- Develop strong customer and stakeholder relationships in a highly complex work environment.
- Formulate vendor management and governance best suited to the services and suppliers.
- Build and manage Capex & Opex budgets.
- Office Space Surveys.
- Office space setup.
- Liaison with internal and external stakeholders to manage compliance across all aspects of the office spaces.
- Plan and execute fit out projects.
- Identifying, developing, and negotiating with vendors for the procurement of necessary items, supplies and material for the smooth running of operations of the organization.

- Instrumental in interacting with different departments for executing the maintenance of all equipment in the organization and enhancing the overall efficiency.
- Sustainability initiatives in fit out project.
- Event Management.

Amazon Development Centre India (Genius consultant) *Dec 2018 – Mar 2023.*

Facility Executive

Responsible for managing end to end Real Estate portfolio and administration for a diverse portfolio of offices in Mumbai. The Corporate Services team consists of 20 Support team members reporting to me.

- Develop strong customer and stakeholder relationships in a highly complex work environment.
- Formulate vendor management and governance best suited to the services and suppliers.
- Build and manage Capex & Opex budgets.
- Raising and Issue of PO.
- Coordination with Procurement team.
- Maintenance and tracking of Statutory documents.
- Liaison with internal and external stakeholders to manage compliance across all aspects of the office spaces.
- Managing Annual shutdown and AMCs.
- Inventory Management, Cafeteria Management.
- EHS compliances.
- Plan and execute internal fit out projects.
- Preparing training plans for team and sub vendors as per contract.
- Identifying, developing, and negotiating with vendors for the procurement of necessary items, supplies and material for the smooth running of operations of the organization.
- Instrumental in interacting with different departments for executing the maintenance of all equipment in the organization and enhancing the overall efficiency.
- Space planning.

COMPLIANCE - Extensive focus on compliances has resulted in 100% compliance scores over the portfolio.

CUSTOMER EXPERIENCE-

- Introduced and streamlined the concept of stakeholder connects to enhance employee experience.
- Streamlined invoice processing and NDC collation for finance team.
- Implemented helpdesk operation and Inventory along with technology implementation for Amazon Mumbai Account.
- Managed Covid Vaccine Drive in Mumbai Office with 15000+ vaccines administered maintaining the covid guidelines.

Taj Lands' End *April 2016 – Feb 2018*
Housekeeping Supervisor

Responsible for managing the floor housekeeping staff and inspection of rooms and attend to Guest queries, requests, and complaints.

- Briefing of HK team and trainings.
- Inventory for the floors.
- Key Management.
- Lost and Found Inventory and communication for the claims for the L&F materials.
- Collaborate with different department and teams.
- Housekeeping Helpdesk.
- Maintaining of Reports and VIP rooms.
- Turnaround and inspection of rooms as per hotel standards.

Housekeeping Associate, Royal Caribbean Cruise Lines- *Mar 2015– Nov 2015*

Housekeeping Associate – Trident Nariman point *Apr 2012 – Dec 2014*

Housekeeping Management Trainee – Retreat Madh Island *Apr 2011 – Jan 2012*

Education

Year	Degree/Certificate	Institute/School	Grade
2011	BSc. Hospitality Studies	University of Mumbai	A Grade
2008	Class XII	St. Xavier's College	B grade
2006	Class X, Maharashtra State Board	St. Therese Convent School	A Grade

Year	Degree/Certificate	Institute/School
2023	Facility Management Professional (FMP)	IFMA