
Shivram Desai

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Summary

Dynamic and results-oriented professional with extensive experience in facilities maintenance and project management, notably at Writer Information. Excelled in vendor management, SAP applications, and leadership, driving operational efficiencies and ensuring safety compliance. Proven track record in improving system reliability and executing projects within budget, showcasing analytical problem-solving and effective team supervision.

Skills

- Facilities maintenance
- Building automation systems
- Vendor Management
- Experienced with SAP Applications
- Analytical Problem-Solving
- Contract Negotiation Skills
- Leadership and supervision
- Employee supervision and task delegation
- Sustainable Practices
- Operational efficiency and safety
- Emergency preparedness
- Project management
- Audit and Compliance
- Corporate social responsibility
- Policy administration
- Fire protection systems
- Preventive Maintenance
- Bus Duct System Testing
- Microsoft Office expertise
- Data analysis

Experience

ASSISTANT MANAGER-ADMIN & MAINTENANCE | 02/2023 - Current

Writer Information

- Ensured optimal functioning of the warehouse & office areas covering around 500,000 sq. Ft. by adhering to SOP
- Ensured smooth operations of administrative and FM responsibilities, such as repairs & maintenance, safety & security, and housekeeping.
- Defined scope of work and BOQ, issued work orders, and processed invoices through SAP, ensuring efficient project execution and precise financial tracking
- Generated detailed reports for GSA, highlighting critical facility updates on a monthly basis.
- Negotiated Annual Maintenance Contracts effectively
- Cultivated strong supplier and vendor relationships to guarantee timely deliveries.
- Oversaw technical, housekeeping, and security staffing.
- Led mock drills and BCP training for emergency preparedness.
- Led sustainability initiatives and CSR programs, reducing operational environmental impact.
- Oversaw comprehensive asset lifecycle management integrating strategy for inventory control.
- Managed contracts and ensured service providers met organizational standards.
- Managed and developed budgets for administration and infrastructure functions.
- Oversaw compliance with applicable regulatory standards in facility and asset management.
- Maintained sufficient and skilled contract associates in line with business needs.
- Ensured seamless completion of audits covering customer standards, legal obligations, and social compliance.

• **SENIOR PROJECT ENGINEER** | 02/2022 - 02/2023

Manikaran Enterprises

- Finished projects on time and within budget: India Bulls and Rustomjee

- Experience in installation, testing, and commissioning of the busbar trunking
- Experience with the BIM 360 web application for billing and documentation
- Coordinating with clients and vendors/contractors to complete the project within time
- Preparing and sending daily, weekly, and monthly reports to upper management
- Demonstrated strong problem-solving skills, resolving issues efficiently and effectively.
- Coordinated with other departments to ensure smooth flow of operations.

SERVICE ENGINEER | 02/2019 - 05/2021

C&S Electric Ltd

- Handled multiple clients in the Mumbai region
- Experienced in preventive and breakdown maintenance of busbar trunking (air type & sandwich type)
- Led the project execution, installation, testing, & commissioning of the Busbar Trunking System in a project worth 3 Cr
- Resolving customer queries and providing technical support as and when required
- Coordinating with the facility team to arrange a shutdown for maintenance work
- Managed emergency repairs on critical systems, minimizing downtime and production losses
- Analyzed failure trends to prevent recurrence and improve system reliability

MAINTENANCE OFFICER | 07/2015 - 02/2019

Enem Nostrum Remedies

- Operation and maintenance of the DG set, UPS, compressor, electric motors, HVAC system, APFC system, hydrant system, and other equipment
- Planning the budget for the operation and maintenance of the facility
- Analyzing utilities consumption through monthly bills, planning short-term and long-term improvements to achieve energy efficiency in the building
- Initiating the change control process if there are any changes in infrastructure, SOP, or process
- Created preventative maintenance schedules for building systems and equipment
- Performed emergency repairs as needed on equipment or systems to minimize disruption in operations
- Handled Installation of Solar Panel and Hydrant system project work
- Led the team in developing and executing smart energy solutions to achieve the highest sustainability standards.
- Manage consultants, specialist vendors and contractors by implementing performance management system.

TRAINEE ENGINEER | 11/2013 - 06/2014

Bombay Textile Research Association

- Operation and Maintenance of Textile Machinery
- Read technical drawings, schematics, and computer-generated reports
- Analyzed design or requirement information for equipment or systems

Education

Dr. D.Y.Patil Vidyapeeth - Pune | MBA

Operation Management, 02/2025

Mumbai University - Mumbai | B.E

Electrical Engineering, 12/2013

Certifications

- Introduction to ESG: Environmental, Social, and Governance, LinkedIn Learning, 11/2024
- Facilities Management: Returning to the Workplace, LinkedIn Learning, 01/2023
- Excel Supply Chain Analysis: Managing Simulations Using VBA, LinkedIn Learning, 01/2023
- Certified Analytics Professional (CAP) Cert Prep: Domains 1–4, LinkedIn Learning, 08/2022
- Data Analytics for Business Professionals, LinkedIn Learning, 08/2022