



SUNIL KUMAR SOLANKI

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Naigaon (E), Pin Code - 401208

SKILLS

Facilities Management

Maintenance Management, Vendor Negotiation, Asset Management, Budget Management, Compliance Management

Event Management

Event Coordination, Budget Management, Sponsorship Acquisition

Technical Skills

Data Analysis, MS Office Suite, Digital Marketing

Languages Known

Hindi, English, Marathi

Dynamic Maintenance Manager Specializing in Comprehensive Maintenance and Event Management

PROFESSIONAL SUMMARY

Results-driven Facilities Manager with extensive expertise in maintenance operations and event management. Proven ability to manage budgets, coordinate with vendors, and lead teams effectively while ensuring adherence to quality standards and compliance protocols.

WORK HISTORY

Manager Maintenance at The Cricket Club of India Ltd. — Apr 2021 - Current

- Successfully manage Annual Maintenance Contracts (AMC) encompassing HVAC, DG Sets, Refrigerators, GYM & SPA Equipment etc.
- Efficiently allocate resources for Planned Preventive Maintenance (PPM) operations.
- Oversee all maintenance activities for Machinery and Utilities, ensuring adherence to Corrective & Preventive Maintenance protocols.
- Serve as primary liaison to government agencies (PWD, etc.) to ensure compliance with all legal requirements.
- Effectively coordinate with Vendors & Store Department regarding Spare Parts Procurement strategies.
- Participate actively in Committee meetings to ensure timely execution of assigned tasks.
- Conduct regular inspections of equipment to maintain compliance with PPM schedules.
- Oversee maintenance activities during major Sports & Entertainment events such as IPL, WPL, and Members Night.
- Ensure strict adherence to all SOP (Standard Operational Procedures).
- Negotiate and verify Bill of Quantities (BOQ) estimates with Vendors to secure favorable terms.
- Consistently uphold Club standards in all maintenance operations.

Deputy Event Manager at The Cricket Club of India Ltd. — Dec 2014 - Mar 2021

- Successfully obtain quotes and finalize vendor contracts for Event elements including Decor, Stage, and Audio-Visual.
- Work closely with regulatory authorities to secure necessary permits for events.
- Maintain oversight of Event Budgets and ensure effective P&L management.
- Engage with potential Sponsors in alignment with Event objectives.
- Manage all aspects of Events from inception through to execution.
- Continuously refine the Annual Events Calendar based on comprehensive feedback.

Assistant Marketing Manager (Out of Home Media) at Glad Media — 2013 - 2014

- Lead in the planning of Outdoor Brand Campaigns that reflect Client expectations and Brand principles.
- Collaborate with Media Agencies to acquire necessary briefs for upcoming campaigns.

- Serve as a key resource for strategic branding and marketing initiatives within the organization.
- Continuously monitor competitors' outdoor activities to inform strategic decisions.
- Assess annual Out of Home Media spend against ROI for effective budget management.
- Perform thorough feedback analysis following Media Campaign initiatives.

Marketing & Production Executive at B Formula Entertainment — 2012 - 2013

- Establish effective communication with creative and production teams on Celebrity Brand Endorsements.
- Collaborate with PR agencies to release corporate communications.
- Perform competitive assessments within relevant brand categories.
- Oversee Social Media Marketing strategies across various channels including blogs and websites.

Production Assistant at DJ Creative — Jun 2011 - Dec 2011

- Coordinate and manage logistics involved in the production of a Prime Time TV Serial aired on Star Plus TV Channel.
- Support the Production Coordinator in executing all filming activities smoothly.
- Oversee the work of interns, ensuring completion of administrative and organizational tasks.

ACADEMIC PROJECTS

Effectiveness of Televised Events over Non-Televised Events

A study that analyzes the business benefits of televised over non-televised events and explores how brands can leverage reach and popularity effectively.

Programming Aspects of FM Rainbow

An analysis of the programming strategies used by FM Rainbow and their effectiveness in revenue maximization.

Convergence of Distribution Platforms

A study focusing on the importance of convergence in distribution platforms and its advantages for consumers while evaluating digitization opportunities.

EDUCATION

MBA in Media & Entertainment from Manipal University and Whistling Woods International, Mumbai — 2010

Specialized in Broadcast and Event Management.

B.E. in Electronics & Telecommunication from IETE, New Delhi

Specialized in Electronics Engineering

KEY COMPETENCIES

Complex Problem Solving

Demonstrates a strong aptitude for addressing and resolving complex issues.

Team Collaboration

Exhibits excellent teamwork skills and flexibility in adapting to changes.

HOBBIES

Love to play various sports, listen to music & watch movies to rewind & rejuvenate.