



SWATI CHITNIS

**Targeted, Innovative,
Humble, Problem
Solving, Tenacious
and Team-player**



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chitnis.swati24@gmail.com

Kalyan/Maharashtra/India **(Permanent)**

October 24, 1994

SKILLS

- **PEOPLESFT**
- **CAAPS**
- **JDE**
- **MS Office Suite**

EDUCATION

P.G.D.B.M. in HRM, 2020

**MIT School of Distance Education,
Pune, India**

Overall Grade- A

B.M.M. Journalism, 2015

Mumbai University, India

Overall Grade -B

12th (Commerce), 2012

Maharashtra board

68.5%

10th, 2010

Maharashtra board

85.82%

LANGUAGES

	Speak	Read	Write
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✓

ACHIEVEMENTS

- Awarded with Certificate of Academic Excellence & Trophy.
- Top Gem Award (Marathon Nexworld)

PROFILE

Dedicated and ambitious professional seeking opportunities in integrated facility management. Recognized for exceptional adaptability, a strong work ethic, and a commitment to excellence.

EMPLOYMENT HISTORY

Assistant Manager Facilities: CBRE

(July 2022 – Till Date)

Visiting Facility Manager overseeing a property spanning over 1.5 million sq. ft., engaging with the Heads of Admin and Facility departments across 30+ client organizations, including Afton, Apax, British International Investment, CPPIB, Crif Highmark, Covestro, HCL, Emirates NBD, Genpact, GIC, ISECPD, Juniper, L'Oréal (2 offices), Mumbai Duty Free, MUFG, Neste, Rockwell Automation, Wipro (5 offices), WTW (2 offices), Kimberly-Clark, Red Hat, Aptia, Trafigura, Kohler, Volt Beko, Elanco, Canara HSBC, and STL.

- ✓ Responsible for overseeing day-to-day operations, service delivery, and ensuring smooth functioning of processes.
- ✓ Primary Candidate evaluation before sending for client Interview and CTC Negotiations.
- ✓ Transitions done for clients like Wipro, Aptia, Neste, Genpact.
- ✓ Also has assisted in transition for other few clients.
- ✓ Taking up the complete responsibilities of the Mumbai City lead in their absence.
- ✓ Frequent interactions with the clients to provide best improvised services/solutions as per their need.
- ✓ Coordinating with clients to understand the requirement for events, functions, etc.
- ✓ In charge of selecting and managing vendors, negotiating contracts, and overseeing vendor transitions.
- ✓ Vendor finalization
- ✓ COV/SAV
- ✓ Site Transition- Strong experience in large-scale transitions. (Successfully managed transitions for MNC's like Wipro, Genpact, and Neste.)
- ✓ Other roles involve: Vendor coordination, Material Indent, Attendance management, Recruitment including conducting interviews of support staff, Duty allocation, Invoice generation, Vendor negotiations, Site-walk through, Pantry Boy Training etc.

Facility Executive : JLL

Client- IQVIA

(November 2019- June 2022)

- ✓ Assist in budget preparation.

- ✓ Support staff grievances acknowledgement, coordination and regular briefing
- ✓ No Due Certificates (NDC) collection and updating from vendors and grievances redressal.
- ✓ MW calculation and approval from client.
- ✓ Follow up with vendors for invoices and material for organized management.
- ✓ Coordinating with finance department for timely disbursement of sub-vendor payments.
- ✓ Creating Purchase Orders and maintaining its tracker.
- ✓ Processing invoices and to maintain its tracker.
- ✓ Generating JLL invoices with the help of sub vendor invoices.
- ✓ Quick identification and walk through for snag points

Officer Front Desk: Marathon Group (March 2017-May 2019)

- ✓ Interviewing support staff.
- ✓ Training and conducting orientation for new recruits.
- ✓ Organize conferences and assist with client meetings.
- ✓ Preparing and sending MIS to respective staff.
- ✓ Managing customer services and grievances.
- ✓ Management based clerical duties.

Insurance Co-Ordinator: HDFC Sales (2016-2017)

- ✓ Calculation and validation of premiums.
- ✓ Verification of insurance applications.
- ✓ Insurance Approvals.
- ✓ Database updating post approval.