

# RESUME

**Shailesh Selvam**



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**E-mail id:**

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**Date of Birth :**

15<sup>th</sup> December 1991

**Languages known :**

- English
- Hindi
- Marathi
- Tamil

**Current Address:**

F8/38, Gorej colony,  
Vikroli ( West) Mumbai –  
400010, Maharashtra.

**Farther Details :**

Selvam M – Government  
Servant

**Mother Details :**

Susheela Selvam – House Wife

**Nationality:** Indian

**Marital Status:** Unmarried

**Hobbies :**

**Purpose :**

Application for Facility and Asset Management Lead role.

**Profile Summary:**

- Hard core Facility & Asset Management professional with over 10 year's of Experience
- Dynamic leader who effectively develops cross-functional teams to handle the operations of workplace.

**Academic Qualifications :**

Examination & Board/ University	Passed In	Result/ Percent	Name of Institute
Post Diploma in Fire Engineering	2019-2020	Distinction	MSBTE
B.Com (University of Mumbai)	2015-16	Second Class	LDS -Sonawane collage Kalyan
HSC (Maharashtra Board)	2008-2009	Second Class	LDS -Sonawane collage Kalyan
SSC (Maharashtra Board)	2006-2007	Second Class	Gurunanak School Kalyan

**Achievements:**

- ✓ 2<sup>nd</sup> Award in Mumbai for Swatch Bharat Felicited by BMC commissioner 2017
- ✓ 2<sup>nd</sup> Award in Mumbai for Flower Show (Horticulture) By BMC 2017 .
- ✓ Champion Award under the Category of People champion From CBRE 2017.
- ✓ Achiever Award (Annual Conference) Ahuja Hive 2020.
- ✓ Un-match Dedication Award ( Semi Annual Conference ) Ahuja Hive 2021.

**Professional Skills:**

- Interpersonal Skills.
- Team Leadership Skills.
- Problem Solving Skills.
- Effective Communication Skills & Client Interaction skills.

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Sports, Music, Reading,  
Adventure Sports etc.

- Excellent Persuasion Skills to change the client's mind.
- Ability to work under pressure.
- Operations Management.
- Recruitment and Training.

## **Work Experience :**

### **A. Organization: MSD**

Department: Facility Management

Designation: Head Facility

Location : Central Africa

Duration : May 2022 to Till date

### **B. Organization: AhujaHive**

Department: Facility Management

Designation: Facility Manager

Location : All areas ( Mumbai )

Duration : April 2020 to August 2021.

## **Roles & Responsibilities:**

- Ensure procurement of equipment supplies, regular technical report on state of the equipment and ensure that task are meet before deadline.
- Ensure inventory of asset through asset labelling, stock taking and create asset register using spread sheet.
- Ensure a high safety measures and standards are adopted in any preventive and corrective maintenance works with highest standards of health and safety policies.
- Creating data base for maintenance carried out compliance with the SLAs with vendor, procedures, policies, and regulation.
- Creating new idea to bench mark global relevance promoting Total quality management (TQM) structure and service orientation enhance service delivery and cost reduction.
- Prepare planned preventive maintenance schedule and ensure that schedule is implemented and premises always clean as to create a new image for the organization health and safety standards.
- Oversee maintenance activities ensure time duration, quality and cost minimization is achieved through proper procurement process.
- Evaluate and carry out due process ensuring that best vendor is selected for any task.
- Ensure cost analysis and evaluation in determining vendor quotation in comparism to facility project to achieve best value.
- Plan, organize and implement all aspects of facility projects ensure proper risk management.
- Schedule and evaluate regular routine stock level on electrical, cleaning and other building interior finishing.
- Handling Huge Central Kitchen , ordering of vegetable and grocery .
- handling accommodation of more then 1000+ staffs , 300+ managements staffs
- Handling transportations for senior staffs and management.

### **A. Regular Facility operations :**

- Assists with all scheduling activities, including all occupant moves, events, elevator scheduling, Pooja ceremony etc.
- Maintain Owner and tenant details, KYC, move in and move out , rental agreement , police verification of all tenant,

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- q. Processes Quotations and invoices for management approval.
- r. Track the AMC/Warranty/Defect Liability Period- AC, DG, BMS, CCTV and al maintenance / helpdesk calls.
- s. Coordinate all building fire/life safety drills/seminars / trainings
- t. Monitors SLAs/ KPIs for performance of vendors/
- u. Co-ordinate with Residents for maintenance collection.
- v. Maintain and Present all the reports to Management on timely basis.
- w. Ensure compliance with basic statutory requirements like licenses, permits etc.
- x. Ensures that all deliverables are submitted in a timely manner.
- y. Co-ordinate with occupants for any maintenance requirements.
- z. Office Administration , Ensure regular Housekeeping and pantry supplies at all sites of Ahuja Sales office and Head Office.
- aa. Co-ordinate for maintenance requirements of all sites -Sales office and Head Office

## **B. Organization: JLL**

Department: Property Management

Designation: Property Manager

Location: Runwal Greens –Nahur

Duration : 3<sup>rd</sup> September 2019 to March 2020.

### **Roles & Responsibilities:**

- a. Assists with all scheduling activities, including all occupant moves, events, elevator scheduling, Pooja ceremony etc.
- b. Helpdesk Management
- c. Vendor management.
- d. Security and housekeeping management
- e. Fire & Safety Management.
- f. Fitout management.
- g. Processes Quotations and invoices for management approval.
- h. Ensure compliance with basic statutory requirements like licenses, permits etc.
- i. Ensures that all deliverables are submitted in a timely manner.
- j. Co-ordinate with occupants for any maintenance requirements.
- k. Track the AMC/Warranty/Defect Liability Period- AC, DG, BMS, CCTV and al maintenance / helpdesk calls.
- l. Coordinate all building fire/life safety drills/seminars / trainings
- m. Monitors SLAs/ KPIs for performance of vendors/
- n. Maintain and Present all the reports to Management on timely basis.

## **C. Organization: Knight Frank India Pvt Ltd.**

Department: Property Management

Designation: Property Manager

Location: Mumbai

Duration : Oct 2018 to Sept 2019.

### **Roles & Responsibilities:**

- a. Assists with all scheduling activities, including all occupant moves, events, elevator scheduling, Pooja ceremony etc.
- b. Helpdesk Management
- c. Vendor management.
- d. Security and housekeeping management
- e. Fire & Safety Management.
- f. Fitout management.
- g. Processes Quotations and invoices for Society committee approval

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- h. Ensure compliance with basic statutory requirements like licenses, permits etc.
  - i. Ensures that all deliverables are submitted in a timely manner.
  - j. Co-ordinate with occupants for any maintenance requirements.
  - k. Track the AMC/Warranty/Defect Liability Period- AC, DG, BMS, CCTV and al maintenance / helpdesk calls.
  - l. Coordinate all building fire/life safety drills/seminars / trainings
  - m. Monitors SLAs/ KPIs for performance of vendors/
  - n. Co-ordinate with Residents for maintenance collection.
  - o. Maintain and Present all the reports to Management on timely basis.
- D. Organization: CBRE**  
Department: Property Management  
Designation: Assistant Manager  
Location: Ashok Gardens  
Duration : OCT. 2014 to OCT. 2018

## **Roles & Responsibilities:**

- a. Assists with all scheduling activities, including all occupant moves, events, elevator scheduling, Pooja ceremony etc.
  - b. Helpdesk Management
  - c. Vendor management.
  - d. Security and housekeeping management
  - e. Fire & Safety Management.
  - f. Fitout management.
  - g. Clubhouse management
  - h. Processes Quotations and invoices for Society committee approval
  - i. Ensure compliance with basic statutory requirements like licenses, permits etc.
  - j. Ensures that all deliverables are submitted in a timely manner.
  - k. Co-ordinate with occupants for any maintenance requirements.
  - l. Track the AMC/Warranty/Defect Liability Period- AC, DG, BMS, CCTV and al maintenance / helpdesk calls.
  - m. Coordinate all building fire/life safety drills/seminars / trainings
  - n. Monitors SLAs/ KPIs for performance of vendors/
  - o. Co-ordinate with Residents for maintenance collection.
  - p. Maintain and Present all the reports to Management on timely basis.
- E. Organization: JLL**  
Department: IFM  
Designation: Facility Executive  
Location: Duetsche Bank  
Duration : Feb. 2012 to July. 2013

## **Roles & Responsibilities:**

- a. Helpdesk Management
- b. Vendor management.
- c. Security and housekeeping management
- d. Mail Room management.
- e. Events Management.
- f. MIS and Monthly management report
- g. Processes Quotations and invoices for Society committee approval
- h. Ensures that all deliverables are submitted in a timely manner.
- i. Co-ordinate with Client for any maintenance requirements.

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- j. Track the AMC/Warranty/Defect Liability Period- AC, DG, BMS, CCTV and al maintenance / helpdesk calls.
- k. Monitors SLAs/ KPIs for performance of vendors.
- l. Maintain and Present all the reports to Management on timely basis.

**F. Organization: National Care**

Department: Facility Management

Designation: Assistant Manager

Location: Mumbai

Duration : Dec . 2009 to Feb. 2012

**Roles & Responsibilities:**

- a. Helpdesk Management
- b. Vendor management.
- c. Security and housekeeping management
- d. Mail Room management.
- e. Events Management.
- f. MIS and Monthly management report
- g. Processes Quotations and invoices for Society committee approval
- h. Ensures that all deliverables are submitted in a timely manner.
- i. Co-ordinate with Client for any maintenance requirements.
- j. Track the AMC/Warranty/Defect Liability Period- AC, DG, BMS, CCTV and al maintenance / helpdesk calls.
- k. Monitors SLAs/ KPIs for performance of vendors.
- l. Maintain and Present all the reports to Management on timely basis.

I hereby declare that above information given by me is true to my knowledge.

Regards

Shailesh Selvam

Mumbai

24-01-2022