**VICKY RAJESH KADAMDHAD**

(B.E. MECHANICAL)

+91 8652553491

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**CAREER OBJECTIVE:**

An ambitious, detail-driven, motivated Mechanical Engineer interested in refining my skill and gaining expertise in emerging technologies and aspiring to excel in Facility Management industry.

**KEY SKILL:**

* Good Leader.
* Great Team Player.
* Eye for detail.
* Multitasking
* Vendor management.
* Negotiating and convincing skills.
* Ability to plan, organize, direct, coordinate, control and keep working under tight schedules and pressure
* Ability to train, assign, organize, prioritize, motivate, supervise and evaluate.

**PROFESSIONAL EXPERIENCE:**

**Maanicare India Systems Pvt Ltd**

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| Designation: | Manager (15th Mar 2023 – Current date) Assistant Technical Manager (12th Nov 2019 to 14th Mar 2023) |
| Deputed at: | Disney Star India Pvt Ltd |
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**ROLES & RESPONSIBILITIES:**

* Managing technical staff of 24 people for smooth facility operations spread across 5,55,000 sqft.
* Reviewing DSR on a day-to-day basis.
* Preparing budget for fiscal for Capex and Opex activities and ensuring minimum utilization of budget without any impact on operations and SLAs are maintained as well.
* Managing AMC contracts across PAN India.
* Getting new & best vendors from the market onboard whenever there is any escalation in AMC’s.
* Handling critical equipment like LT panels, Chillers, UPS, PAC’s, DG ‘s, FAS, BMS system etc.
* Ensuring smooth Daily Operation & quick Power Restoration.
* Store inventory and management at regular intervals.
* Managing FM Global audit.
* Managing scraps of the premises.
* Managing assets inventory, asset audits. (Approx. 25000 assets)
* Monitoring the health of equipment and ensuring critical parameters like Power consumption, PF, MD, temperature and humidity are within limits.
* Tracking day-to-day activities, tasks assigned, Consumption of power, water, diesel, breakdowns, incidents, PPM, uptime, capacity management.
* Managing operations of critical rooms like PAR rooms, hub rooms and server rooms etc.
* Procurement of goods OR carrying out repair/project work for the facility right from taking quotations from 3 vendors, floating it for approvals and getting the work done by vendors within the set target date by client.
* Coordinating with the vendors and Finance Team to get the payment done on time for the material/Service provided by vendors for smooth services.
* Preparing SOP, Checklist, Logbooks, report format and process for smooth easy operation and tracking. Implementing and reviewing the same.
* Carrying out Preventive Maintenance by A.M.C vendors and In house PPM and tracking them with the help of 52 week PPM calendar.
* Proactively Detecting Fault & further rectifying it along with Root Cause Analysis.
* Planning and implementation of Annual Maintenance Shutdown.
* Planning & Coordinating of Small-Scale Project work (in live office).
* Preparation of checklist for handover of MEP system, ensure snags are noted down and tracked for closure by following up with concerned department.
* Preparing and presenting MMR & QBR to management

**OCS & CBRE**

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| Designation: | Facility Executive (26th May 2015 to 31st Aug 2019) |
| Deputed at: | Sutherlands Global Services, Airoli & Thane |

**ROLES & RESPONSIBILITIES:**

* Managing technical and Hk staff of 43 people for smooth facility operations spread over 1,35,000 sqft.
* Involved in shutting Thane facility right from preparing asset list, coordinating with Finance for NBV, getting quotes, coordinating from vendor for scrap removal and smooth movement of assets from one location to another.
* Reviewing DSR of both the departments on day to day basis.
* Preparing yearly budget for the department W.R.t Opex and Capex.
* Monitoring the health of critical equipment like LT panels, HVAC system, DG’s, to avoid any breakdown resulting in production loss.
* Tracking daily consumables of both the departments and getting ARC in place for smooth supplies from vendors.
* Procurement of goods OR carrying out repair/project work for the facility right from taking quotations from 3 vendors, floating it for approvals and getting the work done by vendors within the set target date by client.
* Preparing GRN /SRN, invoice validation & Approval. Vendor NDC, Reconciliation, Raising Requisition, business case etc.
* Creating a 52-week PPM calendar for technical and soft services and tracking them on weekly basis.
* Managing cafe operations and interval events within the facility.
* Managing small events within the facility.
* Managing the mail room, stationery, Mumbai cab helpdesk for Senior management and foreign delegates.
* Planning & Coordinating of Small-Scale Project work (in live office).
* Managing scraps of the premises.
* Coordinating with client & vendors and successfully executing BCP without any impact on the production.
* Preparing and presenting MMR & QBR to management.

**ACADEMIC QUALIFICATION:**

* **B.E.** in **Mechanical Engineering** (2011-2014) Saraswati College of Engineering, Kharghar (Affiliated to Mumbai University) **Aggregate is 60.00%**
* **Diploma** in **Mechanical Engineering** (2007-2011) from Fr. Agnel Polytechnic (Affiliated to MSBTE) **Aggregate** is **79.90%**
* **Secured 78.30%** in High School (10th) in (2007) from Marthoma School Maharashtra

**COMPUTER SKILL:**

* Well versed in Windows XP, Windows 7 and Windows8.
* Proficiency in the entire MS-Office.
* Good understanding of raising PR’SRN and S in Oracle.

**PERSONAL PROFILE:**

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| Name: | Vicky Rajesh Kadamdhad |
| Sex: | Male |
| Material Status: | Married |
| Nationality: | Indian |
| Date of birth: | 10th Jan 1991 |
| Address: | New Nimoni Baugh, Chawl no 14, Room no 2, Govindi, Mumbai |

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.