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| **Present Address:**  12/9, Shasta Nagar 2nd St.  Kuniamuthur, Coimbatore  Tamilnadu, INDIA 641008  **Permanent Address:**  1/459A, Kalaivanar St.  Anjeneyar Nagar, Chennai Tamilnadu, INDIA 600100  Mob: 07358668796  Mail: [sureshkurupamz@gmail.com](mailto:sureshkurupamz@gmail.com)  [sachuamb@gmail.com](mailto:sachuamb@gmail.com)  **SKILLS**     * Project Management * Security-Protocol Management * Vendor Management * Fleet Management * Budgeting & Costing * Facility Setup * Asset-Property Management * Negotiations * Event Management * VVIP & Top level Govt. Official communication * Operational Management * Lean Manufacturing * 5S Derivable     **Current Position**  **Date**  **Organisation**  **KEY TASKS**  **GENERAL ADMIN. & HOUSEKEEPING**  **PROJECT MANAGEMENT / INFRASTRUCTURE MANAGEMENT**  **SECURITY-PROTOCOL MANAGEMENT**  **TRANSPORT MANAGEMENT**  **VENDOR MANAGEMENT**  **PLANNING & BUDGETING**  **Position & Period**  **Organisation**  **KEY TASKS**  **Position & Period**  **Organisation**  **KEY TASKS**  **Position & Period**  **Organisation**  **KEY TASKS**  **Position & Period**  **Organisation**  **KEY TASKS**  **Position & Period**  **Organisation**  **KEY TASKS**  **Position & Period**  **Organisation**  **KEY TASKS** | **SURESH KUMAR R**  **MANAGER (ADMIN-FACILITY)**     |  | | --- | | **PROFESSIONAL SUMMARY** |   Facilities-Administration professional with more than 20+ years’ experience. Demonstrated ability to conceptualize solutions to difficult situations, and employ practical, cost-effective strategies. Detail-oriented and resourceful at spearheading, organizing, and completing projects; with strong abilities to multi-task effectively.  Skilled in Project Management, Lean Manufacturing, Procurement, Legal / Statutory clearance, General Administration, Vendor Management, Space Management, Transport Management, Security Management International Travel Management, OPEX Budget, and new facility setup.  Having worked across India and the Middle East in varied business Cultures and locations. Exposed to various work environments and cultures – India, Italy, Korean, British & American under different Joint Ventures. Proven track record as a visionary with the awareness of multiple industry domains to facilitate development and implementation of strategies for Organizational & customer growth.   * Graduated from Kerala University in Mathematics, Kerala * MBA in Material Planning & Logistics from IGNOU, Chennai * Post Graduate Diploma in Computer Science from NIIT-Uptron, Delhi * Six Sigma Certification from SKILOGIC Chennai.  |  | | --- | | **ACCOMPLISHMENTS** |  * Efficiently handled office renovation projects and ensuring timely completion as per the deadlines. * Implemented the purchasing procedures & policies for the first time in the company which resulted in reducing administrative hassles. * Ensure high uptime of facility and no interruption to services/production. * Hold the distinction of implementing Travel for simplifying the travel procedure. * Managed corporate tie-ups with most preferred airlines and saved a significant amount. * Negotiated with hotels and attained the lowest possible rates for the stay of the employees which reduced the travel bills. * Effectively managed a workforce of about 400 employees and met the delivery deadlines at TTK. * Instrumental in annual savings through tie-ups with airlines, mobile companies, travel agencies, big IT hardware vendors, and stationary vendors. * Supplemented the duties of a sales manager effectively at STIC Travels. * Handled space crunch innovatively and acquired new facility at Prima Office, Lagos. Was responsible to identify and move into an efficient/cost-effective facility after the expiry of the lock-in period. * Played a key role in establishing new factory setup & arranging licenses, Admin recruitment, policies, budgeting, and maintaining coordination with local &govt. authorities. * Effective stakeholder management and ensure timely updates and communication about projects to Top Management. * Facilitate staff training on conducting ergonomic evaluations to ensure all new hires are offered an evaluation. Provide a process for ordering ergonomic supplies. * Directed the formation & administration of Safety, Energy, Canteen & Grievance Committees that led to smooth participation & working of committees. * Established Grievance Redressed System and settled issues among Workmen, Staff, Officers, Managers, and Unions arising due to Time Office, Salary & Wage Administration Matters, etc. * Develop and execute Real estate strategy, Manage fit project, Monitor operational issues related to office maintenance, and guide the team on managing day-to-day operations.   **PROFESSIONAL EXPERIENCE**  **Manager (Admin-Facility)**  (Oct'2018 to till date)  **UMS Group Of Companies**  **5**00 Cr turnover Group associated with the activities: Tool and Die Manufacturing, domestic appliances, transport and education, and Training activity. UMS Tech Pvt Ltd has been specializing in the manufacturing of very high precision aerospace components.   * Looking after General Administration–Transport-Section and Cafeteria. * **Total House Keeping** – Including Chairman Bungalows, Apartments, Corporate Office & Prod. Units (1.5L sqft) * Documentation and implementation of SOP for the administration functions. * Developing & maintaining cordial relationships with the Media, Press, and Police. * Company lease agreements, DG, air-conditioning, plumbing, infrastructure repairs, security, cafeteria, access control, CCTV, etc. * Defining month KPI & KRA for reporting colleagues, performance evaluation, and periodical feedback. * Management duties include the supervision of non-exempt level staff. This includes conducting performance evaluations, conducting performance improvement plans, taking disciplinary action, and interviewing candidates for open positions. * Liaise with Architect and finalize the office design/layout, BoQ, and specifications. * Work with Procurement in finalizing suitable contractor/s for the project work * Project scheduling, manage to kick-off, lead Project meetings and approve/reject changes based on business/site requirements. * Selecting sites for branches; handling finalization and documentation for taking Apartments-Houses on lease. * Ensure lease agreements are executed and standardized across India. * Coordinating with Real Estate Agents, identifying negotiating and finalizing the deed. * Arranging legal papers & registration with the legal team, procurement of assets, coordinating with services agencies. * Appointing and deployment of security guards to Company & Company owned guest houses & Sites. * Develop budgets for security operations. * Order security-related supplies and equipment as needed. * Assist in emergency management and contingency planning. * Prepare reports or make presentations on internal investigations, losses, or violations of regulations, policies. * Responsibilities also include preparation of the annual budget, monitoring and reporting the weekly generate report, and making sure all compliance is taken. * Implement strategies to ensure and improve safe, timely, and cost-effective standards for transport services. * Responsibilities include maintenance of vehicles, upkeep of road papers, monitor & control fuel consumption. * Control driver’s movements, procure new fleet with coordination commercial, MIS preparation & cost killers’ measures.      * Developing and implementing key procurement strategies/purchase schedules from the vendors and ensuring alignment with organizational objectives. * Selecting and developing vendors for meeting various facility requirements. * Preparing, inviting, negotiating, and finalizing tender for empanelment of vendors & Monitoring SLA with vendors. * Formulating operating budgets; taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of group objectives * Preparing, implementing & monitoring yearly capital budget and maintenance budgets for works & administration of buildings and facilities.   **PROFESSIONAL EXPERIENCE**  **Manager (Admin-Facility) :** (Jun'2015 to May 2018)  **Jotna Nigeria Ltd.**   **Jotnalogo**  A diversified group based out of Nigeria and the UK with revenue exceeding $700 million. It is the largest importer of plastic raw materials and the largest manufacturer of preforms and caps. The group also operates one of the largest carbonated soft drinks brand La Casera.  General Administration, Facility Infra Projects, Security Management, Asset-Property Management, Housekeeping Management, Vendor Management, Costing & Budgeting, Transport Management, MIS Report.  **Manager (Admin-Facility) : Sept’2011 to Jan’2015**  **AFCON INFRASTRUCTURE LIMITED afcon**  AFCONS Infrastructure Limited is a part of the Shapoorji Pallonji (SP) Group which is the second-largest construction group in India. AFCONS has emerged as one of the leaders in infrastructure EPC industry by continuously delivering world-class services in areas of Marine, Highways, Bridges, Metro, Tunnels and Onshore and Offshore Oil & Gas.  All facilities related to aspects, upkeep of the office and residences, Vehicle Management, Security Management, Food and Beverages supply, Logistics of essential items, Inventory management of office and residences, Entertainment, and Clubhouse Management. Budget and cost optimization.  **Project (Admin) : Jun’2006 to Jun’2011**  **CHEVRON PHILIPS chevron**  The Tecnimont-Daewoo Engineering Consortium is the EPC Contractor for Project II Expansion of Qatar Chemical Company Ltd., with a workforce of 10000 for setting up the Ethylene Derivative the production of NAO and PE 30MT/year.  Facilitate General Administration for Office & Camp. Transport arrangements for staff & PMC workers. Upkeep of service & maintenance of PMC Office Assets and equipment. Event Coordination on special occasions, Project Correspondences with contractors & vendors.  **Deputy Manager (Admin) : Sept’2002 to Jan’2006**  **THYSSENKRUPP JBM jbm**  ThyssenKrupp JBM Pvt. Ltd., Chennai, Is an Rs.250 Crores turnover Organization engaged in manufacturing of sheet metal components & weld assemblies for M/s. Ford India Pvt. Ltd. The JV supplies more than 126 sheet metal parts & sub-assemblies to Ford India Pvt. Ltd.  Lean Manufacturing, Kanban System, Supply chain , Housekeeping activities,  **Project (Admin) : September 2000 ~ May 2002**  **HYUNDAI ENGINEERING & CONST. CO. LTD. hyundai**  (With Hyundai Engineering & Const. Co. Ltd., one of their prestigious Project NGL-4 – Qatar, a Joint Venture between Snamprogetti of Italy and Hyundai Eng. & Const. Co. of Korea being executed for the State-owned Qatar Petroleum.)  Camp Administration, PMC Office Administration & Project Coordination, Transportation, Housekeeping Management.  **Project Assistant (Admin) : Jun’1995 to July 2000**  **IRCON India Ltd.**  Time Office functions, Letter correspondence, Cross-section Road preparation, etc. |