

Amit Kumar

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Location - Siddapura, Whitefield, Bengaluru

Experience Summary: -

I have 10 Years 5 months of professional experience in Hospitality & Facility Management.

Objective Skills: -

To seek a challenging in an industry that provides a channel for enhancement of my knowledge & strength to reach the organization goals as well as to have an upward personal career growth. I am diligent and industrious worker, ready to take up and complete any given task to me in the best conceivable way.

Expertise: -

A competent professional with experience in - Sales, Meeting Sales Goals, Negotiation, Meeting Customer prospect, Territory Management, Prospecting Skills, Professionalism, Internal Communications, Listening, Communication Processes, Process Enactment, Contracts, Agreements, Vendor Management & Repair and Maintenance.

Organization Profile: -

- Currently working with Total Environment Building System as **Assistant Property Manager** (Oct - 2017 to till date).
- Worked with VAR Facility Management Solution Pvt.Ltd.as **Executive** for the clients like - Coworks&Wework for their Business Center(October - 2015 to September 2017)
- Worked with JLL as **Duty Manager** for client - Accenture services Pvt. Ltd. (September 2014 to 15th September 2015)
- Worked with U K N Properties Pvt. Ltd. as **Facility Officer**(September 2009 to May 2014).
- Worked with Seven India Hospitality Pvt. Ltd. as **Assistant F &B Manager** (June 2007 to August 2009).

Education: -

- Bachelor Degree in Hotel Management.

Computer Proficiency: -

- MS Office – Word, Excel, Power Point, Internet & E-mail operations.

Project Profile: -

Organization:	Total Environment Building System Pvt.Ltd.
Designation:	Assistant Property Manager
Duration:	October 2017 to till date
Location:	Indiranagar - Bengaluru
Responsibility	<ul style="list-style-type: none">• Maintaining day-to-day operations of specific properties.• Finalizing the AMC towards various operations• Handling various completed project Footprints/Time/Wings and RFTS.• Briefing - Housekeeping& landscaping staff / Technicians and allocating the day to day works.• Security Checks - courier handling, visitors management, vehicle movement, occurrence register and incident reports and signing off on a daily basis.• Check WTP and STP water quality and monitor the water levels.• DG Check - Oil & diesel levels• Coordinating with finance for billing process and payment voucher.• Fire & Safety audits in property.• Maintain details of vacant flats& occupied, owners, tenants, move in or out, etc.• Monitoring the staff attendance and sharing the details to HR.• Maintaining monthly Repair & maintenance expense sheet.• Maintain of compliance documents as per the building requirement.• Maintenance of PPM Schedule.• Preparing annual budget & regular monitoring.• Cost saving activity

Organization:	VAR Facility Management Solution Pvt.Ltd.
Client:	CoWrks&Wework Business CenterPvt.Ltd.
Designation:	Assist Soft Services Manager
Duration:	October 2015 to September 2017
Location:	Old Madras Road &Residency Road - Bengaluru
Responsibility	<ul style="list-style-type: none">• Managing services and processes that support the core business of client• Administration & Revenue Assurance• Facilities Management• Procurement and Contract Management• Regular Building rounds and maintenance• Ensuring Health & Safety measures as been followed• Handling Security Services• Tracking Utilities and Communications Infrastructure• Space Management• Supply Chain & Logistics• Commercial Services• Budgetary control reduces operating costs whilst increasing productivity.

Organization:	Jones Lang LaSalle
Client:	Accenture Services Pvt. Ltd.
Designation:	Duty Manager
Duration:	September 2014 - September 2015.
Location:	Bellandur - Bengaluru
Responsibility	<ul style="list-style-type: none"> • Facility Management • Housekeeping & Security • Vendor Management • Cafeteria Services • Printing & Stationary • Courier Services • Material Movements & records maintenance • Contracted Staff Management • Alteration / Modification of facilities, Reprography services. • Office Equipment Maintenance • Handling Imprest cash • Co-ordination for the Employee engagement activities and various events • Desk Allocation and Data Management • Scrap Disposal • Guest House management & maintenance • General Repairs & Maintenance at the facility • Pest & Rodent Control Activities • Landscaping & plant maintenance • Coordination with Procurement Team for the various purchases pertaining to Facilities • Coordination with the Finance Department on day to day payments

Organization:	U.K.N Properties Pvt. Ltd. Bangalore
Designation:	Facility Officer
Duration:	September 2009 - May 2014.
Location:	Whitefield - Bangalore
Responsibility	<ul style="list-style-type: none"> • Handling day-to-day operations of specific properties. • Finalizing the AMC towards various operations • Handling various completed projects (Esperanza - comprising 298 higher end apartment and 36 row houses), LotusLounge – (BarnRestaurant), Specoscraft, Bllvista. • Supervise and maintenance workers – Groundkeepers and others. • Maintains of contact with tenants and Owners. • Creating scheduling, maintenance and monitoring of Operation. • Supervising equipment repairs and maintenance • Overseeing the scheduling, maintenance and monitoring of Operation

Organization:	Seven India Hospitality Pvt. Ltd.
Designation:	Asst. F &B Manager
Duration:	June 2007 to August 2009.
Location:	Doddanakundi -Bangalore
Responsibility	<ul style="list-style-type: none"> • Supervising waiting staff on a shift basis • Ensuring all shifts are adequately Resourced and covered. • Ensure that service provided is as per the company standards. • Increase revenue by contributing to the maximization of food bills in accordance with the daily targets. • Responsible for effective communication with the waiting staff by conducting daily briefings. • Supervising the waiting staff in rotation of stock in the stores • Ensuring restaurant and public areas are maintained hygienically. • Coordinating with restaurant floor operations and promoting teamwork between the waiting staff

Personal Details: -

- Date of Birth:12thDec1982
- Marital Status:Married
- Nationality :Indian
- Languages known:English, Kannada &Hindi

Personal Skills: -

Comprehensiveproblem-solving abilities,excellent verbal and written communication skills, quickly adoptable to new technology and willingness to learn as team facilitator hard worker.

Place: - BengaluruSignature

Date: - Amit Kumar