



Flat No 309, Celebrity Prime Uber heights,
Survey no 99, Raghavendra Shelters JVG Estates Kondapur , Hyderabad - 500 084(India)
Ph no: +91 - 9900248529

E-mail: deepakannan22@gmail.com

Synopsis

- ✓ Having **12+ years of experience in Facilities Management and Administration.** Cognizant of Enterprise strategies.
- ✓ Adroit at **learning new concepts quickly**, working well under pressure and communicating ideas clearly and effectively
- ✓ **Commitment** towards the **assignment** and the organization
- ✓ Excellent in **decision making** with a **positive approach**

Core Competencies

Facility management
Vendor management
Maintenance services
Procurement services

Janitorial/housekeeping
Help desk services
Landscaping
Mail room service

Pantry/Cafeteria service
Event management
Pest control
Security & Transport

Professional Experience

1. **Amazon Development Center** through JLL as **Facility Manager** ~ Mar 18 – Nov 18
2. **Qualcomm** through CBRE as **Facility Manager** ~ Jul 15 – Mar 17
3. Cushman & Wakefield as **Facility Manager** ~ June 06 – Jul 15
 - **Cognizant** as Facility Manager ~ Jan 14 – July 15
 - **Yahoo Software Development India** as Facility Manager ~ Nov 12 – Jan 14
 - **Texas Instruments** as Duty Manager ~ June 06 – Nov 12
4. **Accenture** through Jones Lang LaSalle (Site: Accenture – Bang 3 & Bang 4)
Dec '03 to June '06;

Roles and Responsibilities and key focus area includes

- ✓ Ensures that the facility is operated and maintained in a safe condition and cost-effective manner in accordance with the approved budget.
- ✓ Act as a “SPOC” to collate confidential information from various stake holders to collect data and building information.
- ✓ Assist client in consolidating monthly reports and analysis of facility data
- ✓ Understands the Client’s requirements in order to fulfill contractual obligations.
- ✓ BU Heads/stake holders Meeting to understand the employee’s feedback on the services offered for enhancement/improvements
- ✓ Responsible for facility management and admin services which include managing and coordinating electro-mechanical services.
- ✓ Responsible to ensure optimum building maintenance, soft services like housekeeping, landscaping, kitchen hygiene control, pest control, mail management and employee movement etc.
- ✓ Responsible for admin help desk management
- ✓ Manage pantry, vending services, and Cafeteria and food outlets in the premises. SPOC for all F&B requirements.
- ✓ Responsible for managing various events, conference room setup, training room set up etc.,
- ✓ Responsible for space planning, Movement and Post Move Co-ordination with Employees
- ✓ Manage security systems and physical security at premises
- ✓ Manage office transport system and ensures to attend all escalation/feedback
- ✓ Manages and supervises facility personnel including hiring, evaluating management skills, promotion, rewards and recognition.
- ✓ Plans, directs, and monitors the performance objectives of facility team personnel.

- ✓ Establishes process performance matrix tracking, analyzing and reporting performance in terms of quality, safety and cost effective.
- ✓ Recommends solutions and implements appropriate corrective action for major or complex operation issues.
- ✓ Work with intra departments like Finance, procurement for the purchase orders, Capex & Opex Forecast, budget tracking, accruals, billing etc
- ✓ Complies with all statutory requirements and involves the client if requires.
- ✓ Complies with all company policies and procedures and adheres to company standard

ACCOMPLISHMENT

- Best Employee Award - Q1 2006 from Jones Lang LaSalle
- PAT ON THE BACK - Q2 2013 from Yahoo Software Development India Pvt Ltd
- Multiple mail appreciation
- Appreciation for event coordination at Texas Instruments.
- Best duty manager award from Texas Instruments (TI India) in 2007

ACADEMICS CREDENTIALS

- Pursuing M.B.A. from ICFAI Sikkim University
- BBA - Bachelor degree in Business administration
- Diploma in business administration
- Diploma in Telephone operations, EPABX, PABX.

PERSONAL DETAILS:

Name : Deepa K
Husband's Name : Kannan.N
DOB : 22-02-1976
Marital Status : Married
Languages Known : English, Tamil, Malayalam, Hindi, Telugu & Kannada
Nationality : Indian
Address : Flat No 309, Celebrity Prime Uber heights,
Survey no 99, Raghavendra Shelters KMR Estates, JV hills, Kondapur ,
Hyderabad - 500 084)
Contact Number : +91 - 9900248529 or 9845401991

Date:

Place: Hyderabad

(Deepa K)