my potential effectively towards the growth of the concern by being an excellent learner and performer of the team.

**EXPERIENCE**

* Deccan I Services (P) Ltd: August 2005 to December 2008 Data Entry Quality Specialist
* Maclellan Integrated Services (P) Ltd., As a Help Desk Operator from [March 2010 to December 2011]
* Currently Working in CBRE South Asia (P) Ltd., as Transport Executive from January 2011 to Till Date.

**TECHNICAL QUALIFICATION**

* Completed Diploma in **AIR CONDITION**

**NATURE OF JOB**

**Deccan I Services (P) Ltd**,

* Health Claim Process Data Entry Quality Team Member

**Maclellan Integrated Services (P) Ltd**, [Working Site Atos India (P) Ltd,]

Position : FMS Help Desk Operator

Sites : Atos India (P) Ltd – Chennai-1 BPO Park 5th floor.

Reporting To : Facility Executive

* Updated Daily Reports & Monthly Reports to zonal office.
* In charge of Purchasing stationary and other materials.
* Technical & House Keeping Team Coordinator.
* Transport Coordinator for Employees pick up and drop.
* Made sure the transport billing and monthly reports were sent to admin
* In charge for Admin requirements like cab, Stationary, Billing, AMC for site Assets.

**CBRE South Asia (P) Ltd**, [Working Site Atos India (P) Ltd,]

Position : Transport Executive.

Sites : Atos India (P) Ltd – Chennai-1 BPO Park 5th floor.

Reporting To : Facility Executive

**Principle & Responsibilities**

1. Assisting the Transport & Admin department in their daily operations.

* Vendor Coordination
* Food ordering & tracking.
* Coordinating with Transport Coordinators.
* Mapping Employees pickup and drop Routes.
* Following employees transport discrepancies & Requests.
* Daily based cab login and logout reports
* Daily based transport arrival consumption report.

1. Coordinating with the Maintenance & Environmental Services team In getting the works done by capturing abnormalities through Complaints & Requests.
2. Creating Checklists Formalities based on the requirements of the Operations.
3. Handling the FMS- Helpdesk Activities.

* Daily FMS reports preparation.
* Coordinating with Corporate Communications activities.
* Conference - Training Room bookings & Arrangements.
* VIP & Delegates Meeting arrangements
* Mail Administration services.
* Stationery Management
* Key Management.
* Space Management.
* Monthly FMS reports
* Horticulture Management

**Reports:**

* + Preparing the Daily Activates report which captures the data on all Fronts comprising of FMS Helpdesk, Maintenance & Environmental Services
  + Preparing of Weekly facility audit report.
  + Preparing of Monthly FMS reports site wise.
  + To coordinate the entire team for continuous improvement site wide
  + Formal meetings with the Facility Coordinator regarding the Implementing procedures & Practices.
  + Works related to Vendors & their related operations

**EDUCATIONAL QUALIFICATION**

* S.S.L.C From Government Boys Higher Secondary School
* B.A Public Administration.(Pursuing)

**PERSONAL PROFILE**

Name : Pavalan.D

Father’s Name : Dayalan.K

Date of Birth : 26th June 1983

Marital Status : Married

Nationality : Indian

Religion : Hindu

Permanent Address : No: 4/16 Bajanakoil street,

ThiruneerMalai, Chromepet, Chennai – 600 044

Language Known : English & Tamil

**DECLARATION:**

I hereby declare that, all the above information I have finished is true to the best of knowledge.

**Thanking You**

**Date:**

**Place: Chennai**  **Yours Sincerely**

**[PAVALAN.D]**