

0509352001



crshinith@gmail.com



Street 5 , Discovery Garden ,  
Dubai , United Arab Emirates

## REFERENCES

### Kaavian Ramaswami

Transguard Group

0565399659

### Manzoor Marakkar

Khalid Faraj Shipping

0564942983

## PERSONAL DETAILS

### Date of birth

30-05-1987

### Nationality

India

### Visa status

Employment Visa-Residence

### Marital status

Single

## DRIVING LICENSE

### Driving license category

Light Vehicles

# SHINITH

## MANAGER - FACILITIES SERVICES

## ABOUT ME

A dynamic Facility Management professional with over 10 years of extensive experience in business Operations and development of new business opportunities with a University Master degree in commerce & management studies. Proven experience in Operations Management, Facilities Management, Property Management, Fleet Management, Public Relations, Customer service etc.

## WORK EXPERIENCE

### Manager-Facility Services

#### Deyari Facility Management / Dubai ,UAE / Mar 2021 - Present

- Manage all technical and non-technical (Engineering / Housekeeping functions/ Security/Administration) direct and sub contracted services, ensuring all services are delivered in a consistent and compliant manner.
- Manage, control & monitor the soft and hard service operations of the company.
- Assign duties, inspect work, and investigate complaints regarding housekeeping service and equipment and take corrective action.
- Assisting in tender submissions, contract deliverables, providing details to the internal departments for invoicing.
- Managing residential Properties by investigating and resolving tenant complaints enforcing rules of occupancy, planning renovations and contracting outside vendors.
- Responsible for the preparation and adherence to appropriate contract management plans and reports, total facility management services including housekeeping, MEP and building services, security concierge and administration, in accordance with contractual requirements, including the preparation of reports as required.
- Managing the transportation requirements and maintenance of the company owned fleet.
- Responsible for preparing operations budget for contracts.
- Routinely inspect all contracted services to ensure performance measures are being maintained.
- Ensure quality, safety and environment procedures and instructions established by the company management.
- Ensure all legal requirements by all authorities are in place to avoid any violation penalties by the legal authorities.

### Operations Officer –Facilities & Property Management

#### Technoserve Employees Provision Services / Abudhabi , UAE / Feb 2019 - Mar 2021

- Ensures that all site residents are provided with clean and safe housing and hygiene facilities through the cost effective and efficient construction, maintenance and continuous improvement of buildings, facilities, amenities and equipment to provide satisfactory living standards.
- Handling Operations of all maintenance services/requests and repairs pertaining to building and ensure coordinating with concerned departments to action them without any delays and ensure safety, security and health measurements are in place at all times
- Ensure all legal requirements by all authorities are in place to avoid any violation penalties by the legal authorities.
- Supervising cleaning crews and maintenance workers.
- Monitor the performance of contractors to maintain the facilities and ensure the delivery of all services is as per agreed schedules.
- Handling Total Supply Solution / Licensed Manpower Supply” in Commercial and Residencia Projects.
- Communicate with facilities personnel at all organizational levels to promote a positive work environment.

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## LINKS

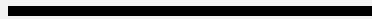
### LinkedIn:

<http://Https://www.linkedin.com/in/s hinith-cr-a8947b167/>

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## LANGUAGES

ENGLISH



HINDI



MALAYALAM



TAMIL



KANNADA



- Formulate, Direct & coordinate business activities and policies to promote the company goals.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- Negotiate or approve contracts and agreements with suppliers.
- Provide skilled and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Resolve customer complaints regarding Facilities services.
- Ensuring an adequate supply of materials and service for the proper operation of the buildings and enter into supply and service contracts in coordination with contracts / Stores and Purchase department
- Documenting processes and keeping maintenance and House Keeping records.

### Facilities Administrator

**Star One Group Of Companies / Dubai , UAE / Jul 2013 - Nov 2018**

- To provide a high level of administrative support inclusive of HR, payroll and health & safety within the premises Department ensuring compliance across all duties and to be the central point of contact for all Sodexo Managers coordinating reports and procedures.
- Interact with various internal and external customers to propose and implement solutions to problems associated with assigned work activities; seek guidance as necessary.
- Monitor, control and manage business operations to meet customer expectations and company goals.
- Scheduled and directed work activities while providing leadership and direction to company drivers and other operations staffs.
- Collaborate with sales teams to understand customer requirements, to promote the sale of company products, and to provide facilities support.
- Quote prices, credit terms, or other bid specifications.
- Secure and renew contracts and oversee environmental health and safety.
- Provided superior customer service, determined shipping rates and prepared detailed invoices.
- Tracking operational costs toward maintaining profit-margins.
- Manage Petty cash & Coordinate purchase of raw materials and supplies.

### Admin & Accounts Officer

**Star One Group Of Companies / Abudhabi , UAE / Sep 2011 - Jul 2013**

- Acts as Office Manager conducting all administrative support work.
- Manage staff, preparing work schedules and assigning specific duties.
- Ensuring that basic facilities, such as water and heating, are well-maintained.
- Preparing plans for the purchase of equipment, services, and supplies.
- Maintaining good supplier relations and negotiating contracts.
- Managing daily cash balances.
- Arranging financial audits and reviews as require.
- Manage payroll and MPF matters for Company, business units and subsidiaries
- Maintaining and transferring money between bank accounts as required.
- Maintain accurate financial and other records and activities.
- Maintaining Company Bank Accounts, Cheques & Other Financial Facilities.

### Operations Executive ( Loans & Facilities )

**HDFC BANK / Calicut , KERALA / Jan 2010 - Aug 2011**

- Coordinated sales activities with marketing executive team.
- Conducting Verification checks for facilitating Credit card /Auto Loans / Consumer Loans /Personal Loans Processing.
- Managing Loan Disbursal Process end to end.
- Document and file work papers and audit procedures performed.
- Create customer awareness on additional services offered by Bank.
- Coordinating with physical verification team to get it done customers residences & Business verification.
- Create customer awareness on additional services offered by Bank.
- Deliver outstanding customer service to achieve customer satisfaction, retention and increase sales.

## EDUCATION

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### Master's Degree

University Of Calicut / Kerala / 2009

- Master of Commerce

### Bachelor

University Of Calicut / Kerala / 2007

- Bachelor of commerce

### Plus Two

Govt. HSS Chorode / Calicut ,Kerala / 2004

Plus Two Commerce Higher Secondary board-Kerala

### High school diploma

Govt HSS Chorode / Calicut , Kerala / 2002

- SSLC- Board of Public Examination Govt.of Kerala

## SKILLS

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Team Management



Leadership



Manpower Management



Decision making



MS EXCEL



POWERPOINT



Organization



Time Management



Contracts Management



MS Office tools



WORD



TALLY



## HOBBIES

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Travel , Sports , Reading , Driving , Listening To Music , Cooking And Baking