



Rakesh Rangnekar

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Career Summary

Dynamic, competent & extensively skilled professional with an experience of **21 years** in Facilities Management, Projects & all MEP aspects. Expertise in execution of projects by implementing proper planning and identifying opportunities resulting into an enhancement to portfolio to yield improved business results.

Career Objective

With abilities to plan, schedule, track and manage overall execution of Projects & operations, administration aspire to yearn my career with a role in **Senior Position** for optimal utilization of possessed skills, experience & abilities.

Professional Accomplishments

- Effectively involved in Facility / Maintenance Operations for Technical / HK / security, Society Formations for Residential / Commercial buildings & handling multiple sites across PAN India. Administration for Mumbai projects.

Career Path

Sunteck Realty. Ltd Deputy General Manager - Hospitality	Nov 2023 – Till date
Bombay Dyeing Mfg. Co. Ltd Consultant – Facility Management	June 22 – April 2023
K Raheja Corp (Camplus) Manager – Facilities – BKC Region	May 21 – Jan 22
Oberoi Realty Ltd Manager – Facilities & Projects	Dec 17 – May 21 & April 12 -Feb 14
Mahindra Lifespaces Developers Ltd Manager – Facilities (West Region)	Oct 14 – May 17
Kanakia Spaces Pvt. Ltd Manager – Facilities (MEP)	Feb 14- Oct 14
ISS Integrated Facilities Services Pvt. Ltd Manager – Facilities & Projects (For British Deputy High Commission Office, BKC)	Dec 11 – Mar 12
Metro Realty Group, Mumbai Projects Manager	July 09 - Nov 11
Sodexo Integrated Facilities Management Pvt. Ltd, Mumbai Assistant Facility Manager – Technical	Dec 07 – June 09
Joseph Leslie Drager Pvt Ltd. Mumbai Assistant Manager – Service & Sales	April 06 – Nov 07
Adventity BPO Pvt Ltd. Mumbai (On ShivShakti Facilities Payroll) Facility Executive	Oct 04 – Mar 06

Facilities Management:

- *Managing entire operations of BKC region Commercial sites*
- *Managing Regional facilities for the multiple sites which include High Rise Residential & Commercial projects, International Schools & Mall.*
- *Also managed the high-end properties like bungalows, guest houses facilities for high end clients and expats.*
- *Also handled Commercial 7 sites for client in Mumbai for Sodexo.*
- *Handling day to day facilities operations & escalations for various sites in Mumbai & West Region (Pune, Nagpur & Alibag)*
- *Responsible for Invoicing, Preparing Purchase order / PR's / PO Amendments & Billing for internal & external transactions in SAP for across locations for West Region.*
- *Preparing SOP's / Service level Agreements & Contracts for vendor management.*
- *Preparing the Budget for regional facilities across entire region centrally.*
- *Implementation of Maintenance software's.*
- *Responsible for the Fit-out management / Society formations compliance documents post handovers / conveyance deeds procedures with consultants.*
- *Travel management, Logistics, reception, helpdesk management.*
- *Office event management, staff welfare programs.*
- *Handling housekeeping, security & cafeteria management, inventory management, material procurement, vendor management.*
- *Conducting all PPM activities to carried out as per the SLA's mentioned in the AMC contract.*
- *AMC finalization for all mechanical & electrical equipment's & also Liaoning with Govt. bodies & landlords.*
- *Leading the team of both technical & soft services conduct review meeting with them.*
- *Preparing consolidated MIS / MMR report & reviewing daily & weekly reports of all sites.*
- *Handling of various client audits / InfoSec audits for Access control system, fire alarm system & CCTV etc.*
- *Working on lease & license agreements with the tenants / other services in the premises with legal team.*
- *Working on the taking over of project from Projects department for the maintenance work.*
- *Handling the outsourced team of 70 technical staff & 240 housekeeping staff at the site for the daily operations of the site.*
- *Monitoring the departments at site like Fit out, Helpdesk, Accounts, Facilities and CRM for smooth working of the site.*
- *Monitoring Day to day service request & complaints of the clients at residential & commercial complex.*
- *Executing the given projects with co-ordination with Architects & consultants for all civil & electrical works.*
- *Maintenance of equipment's like UPS, Chillers sets, AHU., Split & Packaged AC's, PAC units, LT panels,, CCTV, Access Control system, Fire alarm system, AV systems, FM 200 / Argonite, Vesda, Water leakage detectors, Fire hydrant systems, sprinkler systems, air purifiers, fire extinguishers, Data center equipment's & Kitchen equipment.*
- *Also working on the operations of STP & RO plant at the site.*
- *Vendor negotiations, development for the material required for the projects.*
- *Executing works for plumbing, electrical, air conditioning system, sound insulation*

& all civil & carpentry works pending from the projects team before taking the handover for the same.

- *Implementing various cost saving projects.*
- *Working on all Govt. bodies for permissions required for the related projects.*
- *Preparing Stock reports as per the quantity available at site.*
- *Maintaining reports on daily, weekly & monthly basis.*
- *Also maintaining the safety & firefighting standards on the site.*
- *Also handling the labour management.*

Education

Bachelor of Engineering (Electrical)

2004

Finolex College of Engineering, Mumbai University

Other Skills

AutoCAD 2007, MS – Office.

Personal

Date of Birth *12th November 1979*

Marital Status *Married*

Details

Languages Known *English, Hindi, and Marathi*

Nationality *Indian*

Reference

Will be furnished upon Request.