



# Kuldeep Singh Randhawa

**Sr. Manager Operations**

## CONTACT

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India, New Delhi, Uttam Nagar (West Delhi)

## LINKS

kuldeep-singh-randhawa-867ab3147

## HOBBIES

- Fishing
- Drawing
- Cooking

## LANGUAGES

- English
- Hindi
- Punjabi

## PROFESSIONAL SUMMARY

Facilities operations (Tech & Soft ), Project Management, Security Management, CCTVs, Investigations, Incident Reports, Procurement, (PO, RFP, RFQ, RFI, BOQ ),MICE operations, Office Operations & Audits, Creation of Budgets and strategies, Liaising with Govt, Estate and Farm house Managements, Private officials and Local authorities, Corporate events & Exhibitions, Housekeeping operations, Cleaning chemicals, Site surveys, Expat management, Business Relocation, Parking, MEP, Façade cleaning, Risk & Conflict mitigation, New office setups, Residential societies & Commercial properties, Cafeteria management, Building Audits and Inspections, Repairs & maintenance, Renovations, Tenders, PPM,STP/WTP, ETP, COD, BOD,TSS (Sensors)CAM, DGs, AHUs, FCUs, VESDA systems, Fire alarm, Fire safety, OHS, ISO, Vendor management ,Negotiations & review, Supply chain, Manpower Recruitment, Cost Optimization, Travel & Transport management, Drainage & Rain water recharging, Motorization of curtains, Civil work, Lifts, ACs, AMCs, HVAC & Chillers , Ducting, BMS, BAS , HT & LT Panels, WLD Systems,

## EXPERIENCE

### Sr. Manager Operations

Indian Trade Links/ India, New Delhi,

**Jan 2025 till present**

As a, Sr Operations Manager, I oversee the day-to-day, pan India branch operations, wherein, I play a critical role in driving the business in a smooth way,

- To collaborate with vendors and service providers for maintenance.
  - Ensuring all manpower at the site is enabled to face any challenges by guiding, grooming, developing & supporting them as and when required,
  - To ensure compliance with health and safety & environmental regulations, conducting regular audits and risk assessments.
  - To ensure that all projects are finished as per their laid time frame with accuracy of billings,
  - Conducting daily site rounds to ensure proper maintenance of all structures/ building facilities are carried out,
  - To oversee all compliance for sites, and to maintain strong relations with clients.
  - Advising the management on measures to improve the efficiency and cost effectiveness of the facility.
  - To resolve any grievance being a single point of contact for clients,
  - To ensure horticulture management for all sites.
  - To collaborate with cross-functional teams for project execution,
  - Ensuring exemplary relations with all govt, private and local authority officials,
  - To ensure proper alignment of office and pantry supplies.
- Ensuring CAM areas are organized well and should be appealing.

PERSONAL INFO

- Date of birth: 28 June 1984
- Driving License – Yes

Manager Facilities & Procurement

Taru Leading Edge Pvt Ltd / India, New Delhi

Mar 2023 – Dec 2024

To initiate onboarding of new vendors and reviewing the old vendors as per vendor lifecycle,

- To look after all running projects and to ensure the operation is flowing in a smoother way across pan India,

Ensuring exemplary relations with all govt, private and local authority

To create facilities budgets in alignment with the accounts

- To arrange & supervise -Corporate events & Exhibitions- Employees’ birthdays, Festivals, Motivational events, Official webinars,
- To establish work priorities, and to ensure that deadlines are met and procedures are followed.
- To look ahead on procurement-related tasks (PO, RFP, RFQ, RFI, BOQ) and to get these achieved as per scheduled time frames,
- To look after all safety and security protocols for various sites.,
- Daily meetings with various departmental heads to know about their prevailing issues to offer them the best resolution for the same,
- To develop and maintain long-lasting relations with employees, peers, Clients, and vendors.
- To organize IT asset lists and to look ahead for any up gradation required in software/Hardware,
- Conducting daily site rounds to ensure proper maintenance of all structures/ building facilities are carried out,
- To ensure compliance with health and safety & environmental regulations, conducting regular audits and risk assessments.
- To ensure horticulture management for all sites,
- To ensure the official supplies pertaining to housekeeping and pantry should be well aligned for various sites.
- To ensure that all CAM areas should be kept well maintained & appealing.

## **Manager Facilities**

Digiversal Consultants Pvt Ltd / India, New Delhi

Aug 2019 – Mar 2023

- To collaborate with vendors and service providers for maintenance.  
Ensuring all manpower at the site is enabled to face any challenges by guiding, grooming, developing & supporting them as and when required,
- To ensure compliance with health and safety & environmental regulations, conducting regular audits and risk assessments.  
To ensure that all projects are finished as per their laid time frame with accuracy of billings,  
Conducting daily site rounds to ensure proper maintenance of all structures/ building facilities are carried out,  
To oversee all compliance for sites, and to maintain strong relations with clients.
- Advising the management on measures to improve the efficiency and cost effectiveness of the facility.
- To resolve any grievance being a single point of contact for clients,
- To ensure proper teamwork for all the facilities,  
To collaborate with cross-functional teams for project execution,
- Ensuring exemplary relations with all govt, private and local authority officials,
- Ensuring robust complaint management process is followed.  
To ensure the smooth functioning of various commercial and residential societies.

## **Branch Operations Manager**

Indus viva Health sciences Pvt Ltd / India, New Delhi

Sep 2017 – Jul 2019

- To ensure that facility should remain operational with all utilities functioning.
- To supervise the horticulture process for various sites.
- To ensure that CAM areas are well maintained and looks appealing for various sites.
- Ensure to maintain all official supplies for pantry and housekeeping intact for various sites.
- HR functions such as, Screening, Interviews, Onboarding the talents, Preparation of contracts, Creation of KRAs, Team meetings, Feedbacks on KRAs, Employees engagement, Training on HR & Administration Policies & Laws,
- To look after the sales targets , training/Guiding team to achieve their best.,  
To look ahead on procurement-related tasks (PO, RFP, RFQ, RFI, BOQ)  
To arrange & supervise events - Employees' birthdays, Festivals, Motivational events, Official webinars, Fun activities, Sales Events, Games event, corporate events and Exhibitions,
- To establish work priorities, and to ensure that deadlines are met and procedures are followed.
- To look ahead on procurement related tasks and getting these achieved as per scheduled timelines
- To liaison with Govt and Public officers,
- To look after all, Travel & Transportation arrangements,

- To look ahead on procurement and getting these achieved as per scheduled time frame.
- To supervise logistics and supply chain management for the branches,
- To develop and maintain long lasting relations with employees, peers, Clients and the vendors,

## **Hub Incharge**

Flipkart.com / India, New Delhi

**Jun 2015 – Sep 2017**

- To ensure that facility should remain operational with all utilities functioning.
- To supervise the AMCs of HVAC, Chillers, Plumbing, RO, AC units, Lifts, safety and security agreements, electronic escalators, Mechanical, Electrical, Plumbing tasks (MEP), Building Infrastructure & Cafeteria/Canteen Management, Security, CCTV Surveillance, to train the security guards and housekeeping staff,
- HR functions such as, Screening, Interviews, Onboarding the talents, Preparation of contracts, Creation of KRAs, Team meetings, Feedbacks on KRAs, Employees engagement, Training on HR & Administration Policies & Laws,
- To assist in preparation of budget in alignment with accounts department.
- To arrange & supervise events like- Corporate events, Employees' birthdays, Festivals, Motivational events, Official webinars, Sales Events,
- To establish work priorities, and to ensure that deadlines are met and procedures are followed.

To look ahead on procurement-related tasks (PO, RFP, RFQ, RFI, BOQ)

- To look after all, Travel & Transportation arrangements,
- To train the staff on material handling processes to reduce shipping Times and breakage.
- To liaison with Govt and Public officers,
- To resolve any conflicts in most efficient manner and to minimize the risks,
- To minimize shipping errors and packaging mistakes.
- To create, Enforce, policies and procedures for entire logistics team.
- To detail on training sessions, SOPs, Safety protocols of company,
- To ensure proper First in First out (FIFO) process should be maintained

## **Administrative Assistant**

Sterling Windows Ltd, UK / United Kingdom, London, Fulham

**Feb 2010 – Feb 2013**

To ensure smooth functioning for all sites.

- To supervise all facilities (Tech & Soft) the AMCs of HVAC, Chillers, RO, Lifts, Electronic escalators, safety and security agreements, Mechanical, Electrical, Plumbing (MEP), Building Infrastructure & Cafeteria/Canteen Management, Security, CCTV Surveillance,
- To train security guards and housekeeping staff.  
HR functions such as, Screening, Interviews, Onboarding the talents, Preparation of contracts, To liaison with Govt and Public officers,
- To arrange & supervise all events and exhibitions,
- To look ahead on procurement related tasks and getting these achieved as per scheduled timelines
- To look after all, Trainings, Travel & Transportation Management,
- To develop and maintain long lasting relations with employees, peers, Clients and the vendors,
- To look after all residential and commercial sites for the company.
- To create operational strategies and to review this over the time.

Advising the management on measures to improve the efficiency and cost effectiveness of the facility.

To resolve any grievance being a single point of contact for clients,

To ensure proper teamwork for all the facilities,

To collaborate with cross-functional teams for project execution,

Ensuring exemplary relations with all govt, private and local authority

Ensuring robust complaint management process is followed

## **EDUCATION**

**Master of Business Administration (HR & Marketing)**

Mahamaya Technical University Noida, India, New Delhi

**PGDMS (Level 7 BTEC, POST GRADUATE, Diploma in Management Studies))**

## Bachelor's (Arts))

Indira Gandhi National Open University, India, New Delhi

### SKILLS

Facilities Operations



Procurement Process



Risk & Conflict Mitigation



Cafeteria/Canteen Management



Vendor Management



PPM Management



Liaison Management



Inventory Management



Events (Corporate & Exhibitions)



Housekeeping & Security Mgt.



Process Improvement



Training & Development



Budget & Strategy Creation



AMCs/SLAs/Contract Mgt.



Team Management



Leadership



MEP Management/Service



Audits & Inspection



HVAC & Chillers Maintenance



BMS & Horticulture Management



### Certifications & Diploma



Air Hostess Academy (AHA)



IACT (Logistics & Supply change management)



Alison- ISO 9001:2015 - Quality Management System (QMS)



Alison- Health & Safety - Fire Safety Training & Planning



Alison- Diploma in Electrical Technology.



Alison- Infection Control in Health Care.