

Resume

Chetan Mahaveer Nilakhe.

B.E. (Electronics & Tele-communication)

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Objective:

To excel in my area of activity by taking up challenges, assignments hone skills by maintaining a learning attitude & contribute to the organization development with personal growth .

Experience:

1. **Company Name : Lumina CloudInfra Pvt. Ltd, Mumbai .**

Designation : Sr. Manager - Admin & Facilities

Duration : Jan. 25 to Apr. 25

Job Profile : Job responsibility basically includes

(Data Center- 2, 90 MW, Area : 5,99,400 Sq. Ft.)

- **IFM- Facility Management, Administration & Asset Management: IFM viz. Facility/AMC/HSE/ Audit /Budget/ Procurement/ Soft Service / P&L Management , Rental agreement, Layout Planning.**
- Facilities management- MEP, Soft services, HSE, Budget preparation (CAPEX & OPEX), P&L, Asset/Waste Disposal , E-waste Management, Sustainability- Solar plant, STP etc
- **Strategic Planning:** Office Operations & Facilities Management
- **Team Leadership & Supervision**
- **AMC Management** / Preventive Maintenance- PAN India
- Administration , Procurement & **Vendor Management**
- Open- Admin Invoice monitoring
- Leave & License Agreements
- Liaisoning work with Government agencies (Income Tax, Sales Tax, PF, P-tax, ESI, STPI, Labor and Municipal Office, etc.).
- Travel desk Management : Flight ,Train / Bus Ticketing , Hotel Booking & Vehicle management
- Pantry & Event Management
- Monsoon Contingency Planning, Tracking Of Employees Coming On Holidays.
- **Security services and Fire Fighting System:** In-Charge of the security and firefighting system of the entire property. Carrying out periodic Fire Mock drill , Fire training and audit.
- **Audit & compliance:** Monitoring the compliance status of the sub-vendor of MEP, Civil, Security, HK , Landscape, Club house, Car Stack Parking, Pest control, Canteen , Lift, DG, FFS. Conducted Yearly Structural , Fire and electrical safety audit and monitoring the closure status of NCs.
- **Soft Facility Management:** Support in the development & management of the delivery of soft facilities management, Cafeteria, Pantry & Food Court services, Horticulture/ Landscaping services, Façade/ Kalzip/Window cleaning, Pest control, Marble polishing, Cleaning & Waste management services etc
- **Project- Infrastructure Management (Corporate Real Estate , Branch & BPS offices/ Warehouse):**
 - Responsible for All types of Infra - Project management activities which includes Acquisition of Land / Liaisoning/ Tender & RFP process/ Procurement / All Engineering Project activities like Civil, Electrical, Mechanical, MEP, Solar, STP etc/ Budget preparation/ P&L, Sustainability.
 - **Team Management:** Leading a team of 4 direct members and additional 39 ground staff through regular work delegation and tracking system.
 - Responsible for Infra / MEP Project design & execution deliverables including coordination with site Infra / MEP teams at the site to support completion of projects as per the specified compliances, quality, timeline and cost.

- **Lease Agreement Renewal/ Execution**

- Lease/Leave and License agreement to be executed as per agreed terms in the standard format
- In case of relocation, old office lease termination to be managed
- Renewals to be managed in a timely manner by initiating the discussion 4 months before expiry

- **Relocation/New Office Proposals**

- Due diligence documents to be verified in liaison with legal
- Offer Letter, KYC documents, Agreement draft to be validated with approvals agreement against market rate, business requirements as per general guidelines

- Proper Notice to be provided as per agreement, & new premises inauguration status Follow-up
- Ensure old office is handed over, and rental advance is received from owner

- **Rent Pay-out**

- Ensure timely payment of rental to all the leased offices/ warehouses
- Monthly Pay-out Reconciliation
- Rental Advance Reconciliation

2. **Company Name : Writer Business Services Pvt. Ltd, Mumbai .**

Designation : Manger- Admin, Facilities & Infra Projects (Corporate Services & IFM)- Pan India

Duration : Jan. 22 to Dec-24.

Job Profile : Job responsibility basically includes

(Total no. of office/warehouse/ BPS: 65, Land: 40 Acre , Area : 21,44,200 Sq. Ft.)

- **IFM- Facility Management, Administration & Asset Management: IFM viz. Facility/AMC/HSE/ Audit /Budget/ Procurement/ Soft Service / P&L Management , Rental agreement, Layout Planning.**

- Facilities management- MEP, Soft services, HSE, Budget preparation (CAPEX & OPEX), P&L, Asset/Waste Disposal , E-waste Management, Sustainability- Solar plant, STP etc
- **Strategic Planning:** Office Operations & Facilities Management
- **Team Leadership & Supervision**
- **AMC Management** / Preventive Maintenance- PAN India
- Administration , Procurement & **Vendor Management**
- Open- Admin Invoice monitoring
- Leave & License Agreements
- Liaisoning work with Government agencies (Income Tax, Sales Tax, PF, P-tax, ESI, STPI, Labor and Municipal Office, etc.).
- Travel desk Management : Flight ,Train / Bus Ticketing , Hotel Booking & Vehicle management
- Pantry & Event Management
- Monsoon Contingency Planning, Tracking Of Employees Coming On Holidays.
- **Security services and Fire Fighting System:** In-Charge of the security and firefighting system of the entire property. Carrying out periodic Fire Mock drill , Fire training and audit.
- **Audit & compliance:** Monitoring the compliance status of the sub-vendor of MEP, Civil, Security, HK , Landscape, Club house, Car Stack Parking, Pest control, Canteen , Lift, DG, FFS. Conducted Yearly Structural , Fire and electrical safety audit and monitoring the closure status of NCs.
- **Soft Facility Management:** Support in the development & management of the delivery of soft facilities management, Cafeteria, Pantry & Food Court services, Horticulture/ Landscaping services, Façade/ Kalzip/Window cleaning, Pest control, Marble polishing, Cleaning & Waste management services etc

- **Project- Infrastructure Management (Corporate Real Estate , Branch & BPS offices/ Warehouse):**
Responsible for All types of Infra - Project management activities which includes
Acquisition of Land / Liaisoning/ Tender & RFP process/ Procurement / All Engineering Project activities like Civil, Electrical, Mechanical, MEP, Solar, STP etc/ Budget preparation/ P&L, Sustainability.

- **Team Management:** Leading a team of 5 direct members and additional 59 ground staff through regular work delegation and tracking system.
- Responsible for Infra / MEP Project design & execution deliverables including coordination with site Infra / MEP teams at the site to support completion of projects as per the specified compliances, quality, timeline and cost.
- **Lease Agreement Renewal/ Execution**

- Lease/Leave and License agreement to be executed as per agreed terms in the standard format
- In case of relocation, old office lease termination to be managed
- Renewals to be managed in a timely manner by initiating the discussion 4 months before expiry
- **Relocation/New Office Proposals**
 - Due diligence documents to be verified in liaison with legal
 - Offer Letter, KYC documents, Agreement draft to be validated with approvals agreement against market rate, business requirements as per general guidelines
 - Proper Notice to be provided as per agreement, & new premises inauguration status Follow-up
 - Ensure old office is handed over, and rental advance is received from owner
- **Rent Pay-out**
 - Ensure timely payment of rental to all the leased offices/ warehouses
 - Monthly Pay-out Reconciliation
 - Rental Advance Reconciliation

2, Company Name : OCS Group India Pvt Ltd, Mumbai .

Designation : MEP HEAD / Property Manager

Duration : Aug. 20 to Dec. 21.

Job Profile : Job responsibility basically includes (Client: Oberoi Splendor CHSL , Mumbai)

(Total no. of Flats : 1510, Land: 15 Acre , Area : 18,56,400 Sq. Ft.)

- **Team Management:** Leading a team of 8 direct members and additional 391 ground staff through regular work delegation and tracking system.
- **Administration , Procurement & Vendor Management.**
- **Maintaining RVP**
- **AMC Management / Preventive Maintenance :** Executed procedures for critical equipment's PPM as per OEM schedules and SOPs. Developed and maintaining SOPs & maintenance schedules for Non-OEM equipment's as per client need. Taken care and monitored PPM of Transformer, DG, Chiller, AHU ,FCU, PAC, VRF, UPS, STP, WTP(RO) ,Fire Fighting/Protection System, Lifts, CCTV, EPABX, Access Control, Pipe Gas supply, Club House, Gym , Swimming Pool , Squash Court , Stack Parking System, etc.
- **Client Relationship Management / Interfacing :** Meeting the residents/ Managing committee members of 18 vertical on regular basis for updating status of ongoing works/ reports.
- **Audit & compliance:** Monitoring the compliance status of the sub-vendor of MEP, Civil, Security, HK , Landscape, Club house, Car Stack Parking, Pest control, Canteen , Lift, DG, FFS. Conducted Yearly Structural , Fire and electrical safety audit and monitoring the closure status of NCs.
- **Property/ Facility / Admin / Project Management**
- **Budgeting process- CAPEX & OPEEX**
- **P&L Management :** Ensure site is running within the budgeted amount
- **Security and Fire Fighting System:** In-Charge of the security and firefighting system of the entire property. Carrying out periodic Fire Mock drill , Fire training and audit.
- **Health, Safety & Environment – HSE**

Soft Facility Management: Support in the development & management of the delivery of soft facilities management, Cafeteria, Pantry & Food Court services, Horticulture/ Landscaping services, Façade/ kalzip/Window cleaning, Pest control, Marble polishing, Cleaning & Waste management services etc

3, Company Name : CLR Facility Services Pvt. Ltd , Mumbai .

Designation : Property / Operations Manager

Duration : June. 18 to July 20.

Client: Grand Palladium Condominium , Mumbai (Area : 255117 Sq. ft.).

**4. Company Name : Shetty Infraservices Pvt. Ltd, Mumbai
(AAR Consulting & Services Pvt. Ltd., Mumbai.)**

Designation : Sr. Operations Manager- MEP /BDM (Techno-commercial Engineer)-Audit & ES

Duration : Sept. 16 to June 18. (Location : Mumbai & Bangalore)

5. Company Name : Delite Systems Engineering(I) Pvt. Ltd., Mumbai

Designation : Project/ Maintenance Engineer -(MEP).

Duration : Jan. 15 to Aug. 16.

PROJECT 1: Mumbai International Airport Pvt. Ltd. (APEDA,Cargo Perishable Dept.)

6. Company Name : Bombay Electrical Projects & Supplies Pvt. Ltd.,Mumbai.

Designation : Project Engineer- Electrical

Duration : Mar. 13 to Dec.14.

- Installation & Commissioning
- Site Management
- Techno-commercial Service support

PROJECT 1 : Orchid Center, Ahmedabad.

PROJECT 2 : Trade Square, Ahmedabad.

PROJECT 3 : Shivalik, Ahmedabad.

PROJECT 4 : Mondeal square, Ahmedabad.

PROJECT 5 : Adani Bungalow, Ahmedabad .(Residential Project)

PROJECT 6 : DLF, Delhi.

PROJECT 7 : Raheja Legend, Mumbai.

PROJECT 8 : Kashmir Museum, Kashmir.

7. Company Name : Rij Electricals, Pune

Designation : Project Engineer.

Duration : Oct.11 to Mar. 13.

PROJECT 1 : Megapolis, Hinjewadi Phase -3, Pune. (Residential Project)

PROJECT 2 : Parekh Plast , Paragaon Khandala , Pune

PROJECT 3 : Hi- Tech Plast , Paragaon Khandala , Pune

8. Company Name : Actis Technologies Pvt. Ltd., Mumbai

Designation : Project Engineer.

Duration : Oct.09 to Sept.11

PROJECT 1 : Axis Bank, Corporate Office, Mumbai (cost: 9.8 Cr)

PROJECT 2 : Welinkar College, Mumbai (cost: 11 Lacs)

PROJECT 3 : HCC, Mumbai (cost: 23 Lacs)

PROJECT 4 : Jotun Paints, Andheri, Mumbai

PROJECT 5 : USV, Govandi, Mumbai

Educational Qualification:-

- B.E. (E&TC) Bharati Vidyapeeth's college of Enggineering, Kolhapur
Year: May-2009 Marks: 60.75%
- H. S. C. New College, Kolhapur.
Year: Feb-2004 Marks: 61.17%
- S. S. C. Borgaon High School, Borgaon.
Year: Mar-2002. Marks: 79.60%.

Extra Cources:

Done '**Industrial Automation Course**' at 'KrishInfotech',Pune

Worked on • Programmable Logical Controller(PLC):

- | | |
|------------------------------|----------------------------|
| 1. Allen Bradley: SLC-5/03 | Software: RS logix500. |
| 2. Siemens : S7-314 | Software: Simatic Manager. |
| 3. Modicon: TWDLCDA24DRF | Software: Twidosoft |
| 4. Messung: Nexgen 2210 T1.0 | Software: CoDeSys V2.3 |

•Supervisory Control & Data Acquisition (SCADA):

Software- WonderwareIntouch.

Graphics Development , Tagging ,Creating Real-time &Historical Trends ,Creating Alarm Summary & History, Script, Communication With PLC , Report Generation.

•AC Drives:

Configuration of different motor parameter for drive i.e, speed and torque control, Remote and local operation of variable speed drive,Communication with PLC.

•HMI & Control Panel

Computer Skills :-

- Languages known: C, C++ , SAP (S4 HANA)
- Softwares : LED lighting software(Easy Player), Audio-Video software,Matlab,Kail, MS Word

Personal Details :-

Permanent Address	: 832/1, Plot no.17, Unit no. 501, Vidyasagar Residency, Sahajeevan Parisar, Near Hospital Apple Saraswati, ,Tarabai Park, Kolhapur – 416 003.
Current Address	: C/O Balu Bandal, EWS 32, 401, Sector-10, Nerul(W) - 400 706
Blood Group	: 'O' (Positive)
Contact No.	: 09763 395969 / 081088 94398
Date of Birth	: 14 Nov, 1986
Languages Known	: English, Hindi and Marathi

Declaration :

I hereby declare that the information given above is true to the best of my knowledge.

Date :

Place : Mumbai

Chetan Nilakhe.