**RESUME**

**Prathamesh V Gujar**

Email- [Prathamesh.gujar1989@gmail.com](mailto:Prathamesh.gujar1989@gmail.com)

Mobile No- 9987764193

Date of Birth – 26th Nov’1989

**E X E C U T I V E S N A P S H O T**

Seasoned professional with 10+ years of experience across multiple domains predominantly in **Hotel Management, General Administration, Security & Safety, Hygiene Maintenance, Liaison & Coordination, EHS, Facility Management.**

**S Y N O P S I S**

* Proficient in performing diverse administrative functions viz. – **complete maintenance of technical infrastructure of the building, activities & soft services like AMC of Facility equipment’s,** procurement of office utilities, transport/ travel arrangements, maintenance of office equipment’s, conference/ training room bookings, develop visitor itineraries, logistics and MISs/ Reporting
* Currently associated with **JLL India Pvt. Ltd.** as a **Facilities Manager** with established professional credibility in the areas of **commercial specifications, purchase & procurement, vendor management, logistics, AMC & contracts management, and quality**. Proven acumen in managing & directing operations pertaining to **Housekeeping, Security, Parking, Cafeteria Management, Hotel, Conference and Event Management.**
* **In-depth knowledge of various security concepts**, practices/ procedures including investigative techniques, security access technologies with **electronic surveillance and handling of Fire Fighting Appliances.**
* **Academic Qualifications:**

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| **Qualification** | **University/ Board** | **Special studies** | **Month and Year of passing** |
| BSE in Hospitality Management | Mumbai University | Hotel Management | 20/04/2010 |
| Higher Secondary College | Mumbai University | HSC (Commerce) | 10/04/2007 |

**Work Experience:**

* Worked with JLL- As Facility Manager – West Region Schneider Electric India Pvt Ltd
* Managing entire west region sites
* Developing and maintaining positive relationships with clients and attending to client meetings.
* Responsible for MIS reports including departmental Scorecard, Management Self-Assessment of Controls, MMR , QBR etc.
* Introducing cost saving projects & upgrading facility
* Ensuring 100% compliance score is achieved for all the sites
* Working towards sustainability project across all sites
* Managing Schneider high management outdoor events
* Worked with CBRE - As Facility Manager (1st Nov’21 to 31st Jun’22) – Loreal India Pvt Ltd
* Job Description:
* Provided Administration, Infrastructure/ Facilities management support to ensure hassle-free operations
* Efficiently worked under Admin team and represented administration & facilities for Loreal India - Head office, portfolio of 50,000 sqft
* Accountable for the complete upkeep of the infrastructure including soft services and well as Technical equipment’s.
* Involved in AMC renewals & annual budgeting, managed financials, reported expense and variance analysis for projected work.
* Responsible for materials management i.e. maintaining inventory of all the consumables of Housekeeping, Pantry, M&E.
* Coordinating, over seeing and managing repair and maintenance work assignments performed by technicians, vendors and contractors performing building maintenance, landscaping and janitorial work.
* Ensuring the site operations are run smoothly within the given budget and responsible for cost control.
* Managing vendor relationships and training vendors on work procedures. Responsible for invoice processing and accuracy of cost centre coding.
* Handling client’s complaints and escalations related to administration & facilities. Making periodic MIS reports for senior management.
* Being a site lead, responsible for overall improvements and growth of facilities team on site.
* Worked with JLL since 6th July’2018 – 31st Oct’21 L’Oréal India Pvt Ltd as Assistant Facility Manager
* Job Description:
* Updating the documents related to compliance for in-house team and vendors
* Maintaining documents related to HSE Reports/Checklist
* Coordinating with Technical vendor for PPM
* Coordinating with finance team for Annual Budget of Site.
* Generating Supply, Services & Adhoc Cost sheet on Monthly basis /Invoicing/Budget.
* Coordinating with Vendors for timely submission of Invoices & submitting the same to finance team.
* Keeping track of daily consumption of Hk services, Toiletries, Pantry Material.
* Coordinating with Vendor for Pest Control, Tea/Coffee Machine, Drinking Packed water Jars Indoor Plants, Cafeteria Management.
* Vendor Management (Report for monthly Supplier performance )
* Preparing MMR Data of Cafeteria for 2sites.
* Arrangement for RNR, for sub vendor, Fun Activity, Training schedule, for Support staff.
* Worked with CBRE (Royal Bank of Scotland) as Assistant Facility Manager 7th Oct’16 – 5th July’18
* Job Description:
* Responsible to meet standards of the organization pertaining to cafeteria service
* Coordinating with Caterer for Menu planning/Monthly food festivals.
* Scheduling Quarterly External / Monthly Internal Kitchen Audit.
* Ensuring & Maintaining Food & Water Testing carried out as per EHS tracker.
* Updating the documents related to compliance for in-house team and vendors.
* Maintaining documents related to HSE Reports/Checklist
* Coordinating with Technical vendor for PPM of Cafeteria Kitchen equipment’s.
* Generating Supply, Services & Adhoc Cost sheet on Monthly basis /Invoicing/Budget.
* Coordinating with Vendors for timely submission of Invoices & submitting the same to finance team.
* Coordinating with finance team for Annual Budget of Site.
* Handling events at site i.e. Working Lunch/Meeting Boardroom Set-up/Family Day event/Town hall etc.
* Keeping track of daily consumption of Hk services, Toiletries, Pantry Material.
* Coordinating with Vendor for Pest Control, Tea/Coffee Machine, Drinking Packed water Jars Indoor Plants, Cafeteria Management.
* Vendor Management (Report for monthly Supplier performance )
* Preparing MMR Data of Cafeteria for 2sites.
* Arrangement for RNR, for sub vendor, Fun Activity, Training schedule, for Support staff
* Worked with Kohinoor Continental as a Assistant Restaurant Manager (Aug-2015 – Aug-2016)
* Responsible to meet the service standard of the hotel, one of the key area was guest satisfaction & maintaining high level of Hygiene.
* Make sure quality service has been delivered to guest according to hotel standard
* Responsible for guest Questionnaire & Feedback.
* High Level of Understanding of Menu Engineering & doing it periodically to understand & make necessary changes
* Coordinating with sales team for getting more events & achieving the budget
* Coordinating with Chef for Food festival & accordingly planning the theme of restaurant.
* Worked with Starwood Hotels & Resort Dubai as Bartender (May2013 – June-2015)
* Liquor Inventory management
* Make sure quality service has been delivered to guest according to hotel standard
* Responsible for guest Questionnaire & Feedback.
* High Level of Understanding of Menu Engineering & doing it periodically to understand & make necessary changes
* Coordinating wit F&B controls team for loquor inventory & accordingly generating reports.
* Worked with Oberois Trident Bandra Kurla Complex, Mumbai (June 2010 – April 2013)
* Worked as Food & Beverage Assistant & was in supervisor development program through Oberoi Center of Learning & Development

Date:21st July -23

Prathamesh V Gujar