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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Kapil Sharma**  **E-mail :** kapil.sharma684@gmail.com **Mob :** +91-7060209406 , 8290425332 **DOB :** 20 November 1990 | | | | | | | | **Career Objective** | | | | | | | | To obtain a position that will enhance my organizational skills, educational background and ability to work as a team member and also to grow along with the successful growth of the organization. | | | | | | | |  | | | | | | | | **Career Synopsis** | | | | | | | | * Confident and dynamic professional with educational specialization in Infrastructure Management. * Handled responsibilities in Housekeeping Operations, Security management, Grievance Handling, Team Management and Inventory Management. * Proven ability to work under pressure and prioritize Task according to deadline. | | | | | | | |  | | | | | | | | **Professional Learning** | | | | | | | | **Overview of Infrastructure Industry** | | | | | | | | Current Growth Scenario of Infrastructure Industry | | | Divisions in Infrastructure Industry | | | Scope of Infrastructure Industry | | **Facility Management** | | | | | | | | Ambience Management | | | Audits and Quality management. | | | Vendor and Asset Management | | **Office Administration** | | | | | | | | Vendor Management | | | External & Internal Liaisons | | | Workspace & Key Management | | **Financial Management** | | | | | | |  |  | | Capital Budgeting | | | Cost of Capital | | | Cash Flow & Fund Flow | | Petty cash management | | | Cost account | | | Taxation. | |  | |  | | | | **Work / Internship Experience** | | | | | | | | **Company Name** | **Bajaj Capital India Pvt. Ltd.** | | | | | | | **Duration** | **1 Year 2 Month in 2011-2012.** | | | | | | | **Designation (Dept.)** | **Financial Advisor** | | | | | | |  |  | | | | | | | **Company Name** | **( ISS ) Integrated service solution pvt. Ltd. Gurgaon.** | | | | | | | **Designation (Dept.)** | **Facility & Help Desk Executive in Bharti Airtel.** | | | | | | | **Duration** | **3 months internship, after 3 months work Experience. (July 2013 to January 2014.)** | | | | | | |  |  | | | | | | | **Company Name** | **Cushman & Wakefield Pvt. Ltd.** | | | | | | | **Posted At** | **Ericsson global India Pvt. Ltd. Jaipur. (Account Reliance Communication.)** | | | | | | | **Designation (Dept.)** | **Facility Executive of Rajasthan** | | | | | | | **Duration** | **From : January 2014** | | | **To : 10 Aug. 2015** | | | | **Key Responsibility Areas** | **Security:**  Responsible for security of all the 24 sites in Rajasthan, Material inward – material outward, gate pass for material, All the register management like visitor, vehicle, diesel, battery bank, fibber connectivity cables were the basics of security Registers.  **Man Power Management:** Responsible for management of all recruited man power. I have 50 Security guards, 14 security officer (ASO), Above 50 housekeeping and pantry staff in Rajasthan region.  **Housekeeping Operations:** Responsible for ensuring the general cleaning and deep cleaning (on weekends) of the entire Rajasthan (24 Sites) facility. Also, taking care of the grooming of the housekeeping staff and day to day operations for smooth functioning.  **Grievance Handling:** Attending calls from the employees and the vendors & resolving their queries or complaints.  **Pest Control:** Responsible for Pest control at all 24 sites in Rajasthan.  **Inventory Management:** Responsible for **checking** the inventory for the quantity of material, chemicals and water cans available in the warehouse and accordingly updating the store inventory register with FIFO method.  **Daily Activity Report:** Responsible for maintaining night shift activity report, general & deep cleaning report, mail room validity report, local admin area report and call tracker.  **Vender Management:** In Rajasthan region we have so many venders like AC vendor, water vendor, repair & maintenance, security etc. | | | | | | | **Company Name** | **TATA Projects Ltd.** | | | | | | | **Client** | **DFCCIL** | | | | | | | **Projects Detail** | **Dedicated Freight Corridor – Eastern Corridor 343 Km. Double Track Line Between Bhaupur to Khurja.** | | | | | | | **Posted At** | DFCCIL (Railway project) LOT – 102, Saraswati Place, Ambey Nagar Firozabad Road NH- 2, Tundla. 283204 | | | | | | | **Designation (Dept.)** | Admin Executive | | | | | | | **Duration** | **From : 10 Aug. 2015** | | | **To : Till Date** | | | | **Key Responsibility Areas** | **► Responsible for maintaining the records of office inventory.**  **► Distributing the stationary as per requirement and keeping the records.**  **► Checking the availability of stationary and others required things and ordering for them.**  **► Coordinating with the Dealers, Suppliers and vendors.**  **► Maintaining the document records.**  **► Assisting the admin manager and HR manager in planning and executing**  **►Managing the housekeeping and security guards staff data and duties.**  **►Responsible for checking the cleanliness of office.**  **►Responsible for checking the offices, assets are in good conditions.**  **►Responding the mails.**  **►Responsible for handling the petty cash and keeping the records of expenses.** | | | | | | | **Professional Certifications / Training / Workshop / Industry Exposure** | | | | | | | | **Professional Certifications**   * Certified in LEAD (Leadership Education and Abilities Development) Program. * Certified in Six Sigma.   **Trainings**   * 1 Year 2 months working with Bajaj Capital Pvt. Ltd. as a Financial Advisor. * Attended 3 months of Information Technology training conducted by The Institute of Chartered Accountant of India**.** * 3 months of Article ship as an Article in a Chartered Accountant firm. * Attended orientation program conducted by The Institute of Chartered Accountant of India.   **Workshops**   * “FM Operations and Up Market Trends” by Major Ajay Randhawa – Associate Director, JLL * “Introduction to Infrastructure Management” by Mr. Anish Kadyaan - Director Asset Management, CBRE * “Introduction to Facility Management” by Mr. .Robert Gomes, Asst. Director, Genpact   **Industry Exposure**   * Industry visit to “Crowne Plaza, Rohini” to get an overview on the management of common area, infrastructure & assets of the hotel. * Industry visit to “Bharti Airtel Centre” to understand the trends and tact’s of Facility Management. * Industry visit to “Sun city Business Towers, Gurgaon”to understand their technical operations and functioning. | | | | | | | | **Achievement** | | | | | | | | * Won Silver medal in Swimming, Scout Jamboree at National Level. * Won Silver medal in Horse Riding at State Level in scout. | | | | | | |  |  |  | | --- | --- | | **Education** | | | 2013-2014 | Post Graduate Diploma in Infrastructure Management  Indian Institute of Learning and Advanced Development (INLEAD) | | 2009-2011 | Bachelors of Commerce  Kota University, Rajasthan | |  | | | **Academic Project / Dissertation** | | | * Audit of Punjab National Bank and N.T.M.S.L. Pvt. Ltd. * Presentation on “Bharti Airtel” * Project on “Green Building Concept” | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | | | | | **Personal Strength** | | | | | * Proactive | | | * Self-motivated | | * Flexible | | | * Solution Driven | | * Team Player | | | * Good listener | |  | | | | | **Personal Information** | | | | | Marital Status | **:** | Unmarried | | | Nationality | **:** | Indian | | | Language Proficiency | **:** | English and Hindi | | | Computer Skills | **:** | MS Office | | | Personal Interests/ Hobbies | **:** | Interacting with people, Football | | |

**Place :**

**Date : (KAPIL SHARMA)**