Balaji Parthasarathy

Email Address : [*balajiparthasarathy@yahoo.com*](mailto:balajiparthasarathy@yahoo.com)

*Mobile Number : 9845099614*



**SUMMARY**

* Total Experience – 27 Years.
* Facilities Management Professional with over 17 years of experience with a proven record of managing large facilities, conforming to high standards of maintenance and customer service.
* Experienced in Facilities Management, Staff Management, Mail room Services Management,Helpdesk Operations,Space Planning,Security Operations,Event Management, EHS Operations Activities, Liaisoning.
* Seeking a new position to utilize my experience and deliver exceptional value to an organization in facility management and admin. related functions.
* 10 years of sales and marketing experience in the field of space selling, airlines & hotel Industry.

**Experience in Facility Management**

Deputy Manager -Facilities CBRE South Asia Pvt Ltd

Infosys Client (April 2023 – October 2023)

Total Multi- Site Area Managed – 1650000 Sq Feet

* Facility Management Operations
* Managing Site Compliance data
* Over-Seeing of Multi-Site Operations
* Hiring &On-boarding of Support Staffs
* Managing AMC’s for all Sites
* Processing of Invoices for Payments

Deputy Manager - Facilities (Oct 2022 – March 2023) CBRE South Asia Pvt Ltd

Assistant Manager – Facilities (Mar 2011- Sept 2022) Wipro Limited

* Overseeing the day today operations of campus totalling over 12,80,000 square feet area
* Manage maintenance and repairs for the equipments like break-down and AMC’s
* Interact with major vendors regarding materials or services provided as well as with procurement department in negotiating contractual agreements and service level requirements
* Oversee the delivery of contracted services departments (facilities, helpdesk operations, wellness center, fitness services, mailroom services, service delivery center operations, janitorial, pest control, landscaping and cafeteria operations
* Overseeing the operations of cafeteria operations and services
* Organising employee engagement programs, event management and CSR Activities
* Managing the arrangements for client visits
* Handling conference room booking and arrangements
* Managing the tuck shops operations
* Managing MLCP Operations and Parking Management
* Space Management and Allocation of workspace for employees
* Vendor Management
* Managing BCP Operations
* Waste Management Operations
* Managing the R&M works pertaining to civil, modification and interior works
* Guest House Operations

You Broadband& Cable India Limited

Admin Executive (Feb 2009 –Mar 2011)

* Facility management
* Fleet Management
* Administration
* Vendor Management
* Electro Mechanical maintenance
* Travel Management
* AMC’s of Assets
* Responsible for signing and renewal of contracts

Tata Consultancy Services Limited

Administration Executive (July 2006 - Jan 2009)

* Managing Facility Management operations
* Managing operations of Guest Houses & Service Apartments
* Vendor Management
* Managing key office functions like, general administration, hotel bookings
* Client Visit Management
* Managing Security Operations
* Monitoring the Building Maintenance Systems
* Event Management
* Canteen Operations

**Non-Facility Management Experiences:**

* Lalit Grand Ashok- Assistant Manager Sales (Jul 2005 –Jul 2006)
* Sahara Airlines Limited -Sales Executive (Oct2002- Jul 2005)
* Getit Infomediary Limited - Sales Executive (Aug 1999 – Sep 2002)
* Tata Infomedia Limited - Sales Executive (June 1996 – Jul1999)

**Awards &Achievements:**

* Received best employee award at Wipro Ltd
* Received best customer centric award at Wipro Ltd

**EDUCATIONAL DETAILS**

Bachelor Degree in Commerce : 1996

HKES Veerendra Patil College

Pre-University in Commerce : 1993

HKES Veerendra Patil College

SSLC : 1991

St. Xavier’s High School

COMPUTER KNOWLEDGE

MS Word, Excel, Power Point, etc.

POST GRADUATION COURSES

* PG Diploma in Computer Applications from St. Joseph’s Evening College
* PG Diploma in Retail Sales Management
* PG Diploma in Global Sales & Marketing Management
* PG Diploma in Foreign Trade Management



**Other Details**

NAME : BALAJI PARTHASARATHY

DATE OF BIRTH : 20/06/1975

ADDRESS : #3(179), 9th Cross, Bhuvaneshwari Nagar

Dasarahalli, Kodigehalli

Bangalore – 560024

RESIDENCE NUMBER : 080-23623016

(BALAJI PARTHASARATHY)