

AMIT SHARMA

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Seeking leadership positions in Administration Operations with a leading multi-business group

Professional Synopsis

- **Nearly 20 years** of experience in Electrical and construction maintenance / Infrastructure Development, Statutory, Security & General Administration, Governmental Agencies.
- **Currently associated with Smash Leisure Limited Hoshiarpur**
- Provide leadership to the team. Responsible for team growth. Tasks include the development and support for the Team to ensure the efficient and effective operation of the Team
- Proven ability to improve operations, impact business growth & maximize profits through achievements in facility management, cost reductions, internal control & productivity improvements.
- Experience in conceptualizing and implementing cost control procedures.
- A keen planner, strategist and implementer with demonstrated abilities in managing entire project management and accelerating the growth.
- An exemplary communicator with strong planning and Relationship Management skills with vital contribution in running of the company.

Areas of Expertise

Electrical Maintenance

- ☛ Responsible for creating new branches, infrastructure, facilities. To start all facilities from scratch to fully operational within prescribed time with all Government approvals.

Infrastructure Development

- ☛ Managing Facilities Management operation on a Pan India level by maintaining relationship with outsourced vendors for AMC'S of various equipment

Interiors development

- ☛ Managing infrastructure development entailing daily administration, maintenance of equipment, DG sets, Transformers etc

Liaising / Coordination Governmental Agencies

- ☛ Managing AMCs pertaining to upkeep of office equipment, ensuring compliance with the Service Level Agreements.

Team Management

- ☛ Manage contract negotiation with vendors and facility provider. Prepare, review and negotiate legal contracts pertaining to vendors and facilities. Maintain service contracts of all vendors.
- ☛ Ensuring maintenance of optimum inventory levels in the Stores and maintaining business relations with vendors for the procurement of necessary items for the office.
- ☛ Vendor selection processing and control of vendor payments, equipment purchase and control. Monitoring adherence to Statutory Regulations & Compliance with various Governmental Agencies.

Organisational Experience

Hotel Ramada Plaza – Chief Engineer – Nov' 20 to May' 22

Hotel Golden Tulip - Chief Engineer - Jan' 14 to Oct' 20

Western Court Group, Chandigarh, Chief Engineer - Oct' 08 to Jan' 14

Piccadily Group, Senior Executive – E&M - Sep' 04 to Sep' 08

Accountabilities:

- Leading and coordinating day-to-day operations of the engineering department in ensuring flawless rooms and services to the guest.
- Schedule and perform the PM of Guest rooms, Plant room equipment and kitchen equipment. TPM of Plant room with autonomous checks for critical equipment to prevent breakdown.
- Preparation of budgets for Repair & Maintenance (R & M), Heat Light & Power (HLP) of every running year, Daily HLP reports, Weekly Management Reports for the control on operation & maintenance.
- Electrical equipment, LT / HT electrical supply, Transformers, Circuit Breakers, & DG set - Cummins, electrical starter & distribution panels, UPS, Inverter, lighting
- Updating of legal register- Electricity Board, Pollution Control Board, Explosive License.
- Water treatment & distribution - Hot water boilers, RO plant, softener, ETP, STP, Swimming pool, fountains, Hydro-pneumatic system etc.

Interdepartmental co-ordination:

- All departments of the property
- Municipal corporations and other offices
- Electricity board and similar services.
- Pollution control board etc

Roles and Responsibilities: -

- Maintaining 1000 KVA Transformers.
- Maintaining 500kva and 350kva, 250V, 3 phase Synchronized DG sets.
- 330 Extension EPABX Telephone exchange and internal telephone wiring of the building.
- Maintenance of the elevators.
- Carrying out PPM as per schedules and chart.
- Maintenance of Rooms.
- Maintenance of Swimming pool & filter motors.
- Maintenance of kitchen Equipment.
- Maintenance and operation of firefighting pumps up to 100HP
- Maintenance of RO, STP, WTP plants.
- Maintenance of Laundry Equipment.
- Maintenance of hot water boiler

- Maintenance of AMC, records & Classification records.
- Maintenance of check list daily, weekly, monthly, yearly etc.
- Maintenance of chillers of 180TR capacity
- Preparing work orders.
- Ensure timely renewal of AMC and service visits.
- Preparing of rooms ken fix schedule and monitoring.
- Conducting training class to the staff.
- Was involved/responsible for the site from project stage and then streamline the overall operations of the engineering department
- Direct & Guide the Maintenance Operations to ensure a high standard of Building, Machinery, Plant, Furniture, Fixture & Equipment.
- Develops System and Procedure to ensure Safety for Customers, Employees, Plant, Machinery and Property.
- Defines and ensure Service Standards regarding maintenance in all the areas of the hotel.
- Prepares & implement Preventive Maintenance Schedules for proper up keeping of the hotel.
- Directs Budgeting Process for all Capital Expenditure to ensure that the property is maintained to the best industry standard.
- Identifies & develops environment friendly system and equipment to enhance the product quality.
- Handling and managing the day-to-day operations of the engineering department.
- Updating and suggesting the General Manager for necessary changes and major repairs for smooth functioning of the engineering functions.
- Crucial repairs of the chiller pumps, cooling towers and chiller.
- Vendor development, improvements project for the refrigeration system in the property.
- Repairs of the electric cars used for internal service.
- Staff planning and contracting.
- Major repairs of the electrical distribution system.
- Major repairs of the solar water heating system.
- Conducted energy audit and implemented findings & solutions to reduce HLP costs. Improvement in fuel purchasing and quality control.

Academia

- ☛ Bachelors in ITE in 2004.
- ☛ Bachelor of Arts from Punjab University in 2004.

Personal Details

Date of Birth : 20th July 1983
 Address : H. No. 22, Civil Lines, Hoshiarpur (146001)

References will be provided on request