

Shilpa Kotari

Current Location: Dubai,UAE

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Seeking an opportunity as Administration / Vendor / Facility Manager

EXECUTIVE SUMMARY

Qualified with management skills.

Resolute and committed professional offering reputation of **unwavering accuracy and consistently delivering the responsibilities** in Administration, Vendor Management & Facility Management.

Excellent interpersonal, communication and customer interaction skills honed on the job.

Enriched with logical reasoning, a keen intellect and strong desire to excel in professional career.

Keen learning **ability to grasp new knowledge** and apply the same in a resourceful manner.

A Systematic, organized, hardworking and dedicated **team player** with an analytical bent of mind, determined to be a part of a growth-oriented organization.

Demonstrated ability to manage vendors, financial & material resources towards the achievement of stated objectives, to plan & manage work programmer and to lead, motivate & provide effective guidance to a team of professional & support staff.

KEY COMPETENCIES

General Administration Procurement

Vendor Management Operation Management

Facility Management

KEY ROLES HANDLED

General Administration: Handling all administrative activities like maintenance of office equipments, transport, housekeeping & maintenance of office & record keeping. Monitoring adherence to statutory regulations & compliance with various governmental agencies, monitoring disciplinary issues & legal matters. Coordinating activities for the identification of training of employees for upgrading their technical skills. Ensuring prompt resolution of employee grievance to maintain cordial management-employee relations in achieving dedication by the workers. Effective liaising with external agencies, Govt. Authorities & various departments within the organization.

Vendor Management: Developing long-term partnerships with suppliers and managing day-to-day supplier performance to ensure adherence to committed service, cost, delivery & quality norms. Executing vendor evaluation, vendor rating calculation and necessary actions for under performance. Consistently evaluating vendor performance to ensure adherence to predefined specifications and supply of quality material / execution of job works.

Facility Management: Managed the entire facility for office cleaning, mechanical, electrical and general maintenance. Manage a group of facilities personal and varies vendors. I managed office and cube space planning for employee moves and relocations. Monitored the security and the building through pass cards.

Procurement : Procurement of Minor Capital Equipments and Revenue items required for the Project. Co – Ordination with Equipment Maintenance Department for Planning of Spares & consumables required for Preventive & Schedule maintenance. Procurement of material considering three important factors QUALITY, DELIVERY & COST. Ensuring best quality at best minimum price at the desired time through value engineering. To Maintain Effective Supply Chain to avoid any delay to the Project.

Employer	: ISS Facility Service Pvt , Ltd India
Designation	: Assistant facility manager Cum Admin Work
Site	: Siemens Rail Automation Private Limited, Bangalore.
Period of Tenure	: 16th June 2016 to 24th April 2021

Keys & Responsibilities

Manage office operations to ensure efficient office environment.

Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.

Directing, coordinating and planning essential central services such as reception, security, maintenance, cleaning and waste disposal.

Monthly least expectance (LE) preparations of all supplies and services against the yearly site budget

Procurement of Minor Capital Equipment's and Revenue items required for the Project. Coordinating with the suppliers and getting the quotation of exact materials required.

Accountable for inspection in terms of exact requirement and quantity as per the Purchase Order.

Managing proper dispatch of Invoice to accounts and timely release of payments of vendors.

Event Management, Organizing meetings, conferences, making travel arrangements and hotel reservations for guests.

Monthly seat allocations for new employees and updating the details in the Mywork place tool
Coordinating Monthly HSE trainings for HK staffs, reception staffs & Maintenance team

Coordinating with AMC vendors and ensure to do the periodical services & keeping all the records

Coordinate with Security team and Pest control officials
Coordinate with internal auditors & keeping all the legal and complains documents Supervise BMS
room staffs and provide Access cards and employee ID's to the new
staffs and recording all the registers

ACADEMICS

BA Psychology & Journalism	Bangalore University	2016
Higher Secondary	Board of Karnataka	2013
SSLC	Board of Karnataka	2010

TECHNICAL QUALIFICATION

Proficient with Microsoft Windows Operating System
2000, XP, 7 Knowledge of Internet Browsing, Mail
composing, Outlook Express
Operating Systems: Knowledge of MS-Dos, MS-Word, MS-Excel, Power Point.

PERSONAL DOSSIER

Date of Birth	: 15.09.1994
Marital Status	: Married
Visa Status	: Spouse Visa
Gender	: Female
Language Proficiency	: English, Hindi, Kannada & Marathi
Nationality	: Indian
References	: Murali Mohan Kompella, Head of Unit Siemens Rail Automation (till 2020) Mob +61 423487990

Declaration

I Shilpa Kotari hereby confirm that information given above is true to the best of my knowledge.

Yours Faithfully,

Shilpa Kotari
Dubai,UAE