



PS Rao

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JOB OBJECTIVE

Seeking senior level assignments in Staff Accommodation Management /Transport & Logistics Management and Property/Facilities Management with an organization of a high reputation

PROFILE SUMMARY

- **A competent professional experience in:**

Accommodation Management	Transportation Management	General Administration Management
Property/Facilities Management	Operations Management	Security Management

- Highly resourceful in identifying, developing and **negotiating with vendors** for procurement of necessary items, supplies & material for smooth running of operations
- Adept in ensuring smooth business operations as well as handling daily **administrative activities** like procurement, safety, security, transportation, travel, material management, etc.) for owned infrastructure (equipment & assets)
- Possess sound knowledge of Human Resource Management activities like Recruitment, Training Design Delivery, Employee Engagement, Compensation, etc.
- Deft in auditing staff movement through **Access Control System** to monitor unusual activities of Material Movement and fixed Asset Verification on a quarterly bases
- An effective communicator with **good planning, people management and problem solving skills**

CORE COMPETENCIES

- Overseeing administrative functions like **Accommodation/Office/General Administration/Transportation, Laundry, housekeeping and maintenance** etc.
- **Providing high level administrative support:** Visa process, Air tickets, Hotel Bookings, Airport pickups, medicals (RV & Occupational), EID, Health, Workmen, Travel and Fleet Insurances, Internal Transfers, EOC, resignations, cancellations and repatriations.
- Managing contracts of Office equipment, communication instruments, housekeeping, pest control & office automation
- Interacting with different departments for **executing maintenance of all equipment** in organization and enhancing overall efficiency
- Monitoring safety and **security of facility, office buildings & guest houses** against any possible threat and taking steps to mitigate the same
- **Liaising with vendors** for **procuring** various **services** and **negotiating** with them for **cost effective** prices
- **Liaising with landlords and real estate agents** for new offices, staff accommodations- negotiations, approvals, budgets and execution of projects.
- **Processing vendor bills** and releasing payments on time for maintaining good relationship
- **Coordinating with legal experts** & concerned departments in various legal cases pertaining to activities of Company Matters
- Looking after smooth **implementation of HR policies** for manpower planning, recruitment, selection, induction, orientation and development of new employees in the organization

ORGANISATIONAL EXPERIENCE

Since Jul 17 – till date

Hayat Communications LLC, Oman as Accommodation & Purchase Manager

➤ Reporting to Country Manager

Role:

- Responsible for maintaining staff accommodations in the Country (30+ Locations- in 7 cities/towns – Khasab/Muscat/Nizwa/Qalhat(Sur)/Salalah/Sohar/Buraimi/Rustaq/Sharqia etc regions).
 - Landlords / Real Estate Agents for new accommodation/offices and tenancy renewals
 - Furnishings of accommodations
 - Allocations as per grades and project requirements
 - Soft Services and security services at accommodations
 - Implementation of HR Policies at accommodations
 - Daily/Weekly cleaning inspections at accommodations
 - Tracking of company asset -Inventory
 - HVAC /FFS maintenance contracts (Offices & Sites)
 - Monthly/Quarterly service/activity plans
 - Coordinating with technical teams of above partners for monthly/quarterly service/activity plans and emergency support when and where required.
 - Hotel Bookings / Flights tickets for management visits – Oman / abroad
- Managing 125+ Project/Head office cars
 - Finding new suppliers – quotes/negotiations and execution of orders/contracts
 - Supervising weekly / monthly reports – controlling vehicle utilization
 - HR Policy implementation of vehicle users and custody
 - Monitoring fuel expenses
 - Coordinating with PM on usage of vehicles and fuel
 - Violation management
 - Monitoring of Deduction /Traffic fines/excess insurance/Repair charges etc
- Supervising project/admin purchases
 - Getting Purchase Requests
 - Obtaining Quotes/Approvals of management
 - Liasing with vendors as per project requirements to get quotes for regular consumables
 - Negotiating rates with vendors and placing orders after obtaining approvals from Project Managers
 - Office Automation / Plantation contracts and renewals
 - Supervising Civil Maintenance works and coordinating with contractor or maintenance companies
 - A/C, electrical, plumbing carpentry, deep cleaning and refurbishment works of office and accommodations
 - Utility payments and deposits
 - Stock reports from stores
 - Purchase orders issuance and execution
 - Site equipment/tools/consumables logistics and its deliveries
 - Arranging Laptops/mobile phones/testing equipment's
 - Processing payments for contractors/suppliers etc
 - Utility payments – additions/deletions
- Taking appropriate decisions for company benefits and getting approvals from higher authorities
- Providing assistance to:
 - Finance Department by arranging all bank transactions, utility payments
 - Staff on their passport renewals, consular / visa services, driving license, bank applications processing, police clearance /salary Certificates etc.
 - HR Team for newly recruited staff & leavers related to airport pick up & drop offs and residence visa medicals & occupational medicals, etc.

Jan 16 to Jun 17 – studied MBA, Operations

Since Jul 13 – Dec 15

Emirates International Restaurants LLC, Dubai, UAE as Admin & Facilities Manager

➤ Reporting to Head Of HR

Role:

- Responsible for managing Head Office /maintaining staff accommodations in 4 emirates, managed 150 Staff Transport /Home Delivery/ Logistic vehicles (Delivery Trucks)/ Maintenance Team/ Head Office Vehicles, rent A cars & its purchases, repairs, registrations, brand approvals +renewals, insurances - new policies & renewals, petrol cards, Salik payments, etc.

- Taking appropriate decisions for company benefits and getting approvals from higher authorities
- Coordinating with:
 - Government Departments like Economic/Chamber of Commerce /DEWA / SEWA /ADDC and Municipality for accommodation/office/restaurant requirements & payments
 - Trade License and Chamber of Commerce yearly Renewals
 - Landlords / Real Estate Agents for new accommodation/offices and tenancy renewals
 - Transport, Security, Pest Control and Soft Services Providers for finalizing contracts
 - Furniture, White Goods and Wear & Tear Parts Suppliers for new requirements & repairs
 - Purchase Department for raising orders after finalization of deals
 - Office Automation / Plantation contracts and renewals
- Submitting reports to Commercial Manager & Property Managers on accommodation status on weekly basis.
- Providing assistance to:
 - Finance Department by arranging all bank transactions, bill payments like DEWA, RTA, SEWA, ADDC, ETISALAT, DU & Municipality, etc.
 - Staff on their passport renewals, consular / visa services, driving license, bank applications processing, police clearance certificates, etc.
 - HR Team for newly recruited staff & leavers related to airport pick up & drop offs and residence visa medicals & occupational medicals, etc.
- Monitoring maintenance works like civil, A/C, electrical, plumbing carpentry, deep cleaning and refurbishment works of HO and accommodations
- Handling:
 - In-house Facilities Team (54 members) and External Contractors/Suppliers.
 - Transportation for all in-house staff more than 50+ outlets all over UAE with drivers.
- Organizing RTA Car Parking cards for all HO based staff from RTA and its renewal.
- Supporting with staff and transportation & logistics for the major company events like.. Company annual meetings, Iftar & Christmas parties, Exhibitions and Company organized Charity Events.
- Managing company laundry with 7 workers and procuring laundry items and AMC/ repairs
- Organizing collection and deliveries between restaurants and Laundry

Jul'08 Jun'13

Emirates Leisure Retail LLC, Dubai, UAE as Facilities Manager

➤ Reporting to Group Head of HR

Role:

- Responsible for maintaining staff accommodations, transport vehicles, rent A cars, delivery trucks & its purchases, repairs, registrations, renewals, insurances, petrol cards, Salik payments, etc.
- Taking appropriate decisions for company benefits and getting approvals from higher authorities
- Spearheading a team of 34 people
- Coordinating with:
 - Government Departments like DEWA / SEWA /ADDC and Municipality for accommodation requirements & payments
 - Landlords / Real Estate Agents for new accommodations and tenancy renewals
 - Transport, Security & Pest Control Services Providers for finalizing contracts
 - Furniture, White Goods and Wear & Tear Parts Suppliers for new requirements & repairs
 - Purchase Department for raising orders after finalization of deal
- Submitting reports to Commercial Manager & Property Managers regarding accommodation status on weekly basis along with Group Head of HR
- Providing assistance to:
 - Finance Department by arranging all bank transactions, bill payments like DEWA, RTA, SEWA, ADDC, ETISALAT, DU & Municipality, etc.
 - Staff on their passport renewals, consular / visa services, driving license, bank applications processing, police clearance certificates, etc.
 - HR Team for newly recruited staff & leavers related to airport pick up & drop offs /Hotel bookings and residence visa medicals & occupational medicals, etc.
- Monitoring maintenance works like civil, A/C, electrical, plumbing and carpentry works of accommodations
- Handling:
 - In-house Facilities Team (14 members) and External Contractors/Suppliers like Drivers, Technicians & Securities / Accommodation Caretakers and 20 drivers of transport provider
 - Transportation for all in-house staff more than 100 outlets all over UAE with drivers & external transport providers
- Looking after Head Office Car Parking Transponders for more than 150 staff

Mar'06-Jun'08

**Hayat Communications (M E A) FZCO, Dubai, UAE as
In-charge Administration & Facilities Team**

Role:

- Managed department works in absence of Department Head and took approvals from management
- Kept records of company properties and its related documents

- Looked after:
 - Staff accommodations in Jebel Ali, Dubai, Sharjah, Abu Dhabi, Al Ain and Umm Al Quawain
 - Insurance policies like Health Insurance, Public Liability, Workmen, Fire, Money, Travel & Site Insurance (in built & green field) and its claims, additions, deletions, amendments, etc.
 - Company's assets like Sims, Mobiles, Laptops, Cars, etc.
 - Branches trade licenses, accommodations, insurance policies & office maintenance contracts and arranged renewals in case of expiry
- Liaised with:
 - Renowned Property Developers like Asteco, Emaar, ETA & Union Properties
 - Department Heads for allocation of staff accommodation and their transportation to sites
- Prepared contracts and arranged payments from Finance Department
- Accountable for office maintenance contracts like office cleaning, A/C & plant maintenance, telephone, computers, printers and photo copiers
- Rented out company's flats to suitable clients
- Reported to Administration Manager and submitted daily/weekly reports of department for getting approvals
- Handled clearance of all purchase bills related to Administration Department for payments like insurance invoices, maintenance contract payments, office equipments & regular petty cash expenses

PREVIOUS EXPERIENCES

Nov'04-Feb'06	Ramesh Khimji Trading Est., Dubai, UAE as In-charge Sales & Administration
May'03-Nov'04	Welding Technologies FZE, Jebel Ali, Dubai, UAE as Sr. Sales Executive
Jul'98-Apr'03	Dubai Equipment Company LLC (MOBH Group), Dubai, UAE
Growth Path/Deputation:	
Jul'98-Jun'00	In-charge Counter Sales & Purchases
Jul'00-Apr'03	Out-Door Sales Executive
Aug'96-Jun'98	Mohammad Omer Bin Haider Group, Dubai, UAE as Assistant Sales & Tenders

IT SKILLS

- Well versed with:
 - MS Office
 - Internet Applications
 - Photoshop
 - FCA

EDUCATION

- MBA- Operations, from Gandhi Institute of Technology and Management (GITAM), Visakhapatnam.
- Masters Diploma in Computer Programming from Cat Academy.
- BA -Politics & Public Administration from Andhra University, Visakhapatnam.
- Diploma in Computer Applications from Cat Academy.
- Diploma in Computer Programming from Andhra Pradesh State Productive Council.
- Secondary School Certificate from KVNR ZPPH School Ai- Bhimavaram, Andhra Pradesh State Board.

PERSONAL DETAILS

Date of Birth:	4 th May, 1976
Languages Known:	English, Hindi, Telugu and good knowledge of Arabic & Malayalam
Passport Number	M6460200 Issued at Dubai
Valid Till	22-02-2025
Visa Status	Residence Visa valid till 07-05-2025 Holder of valid UAE /Oman /Indian Driver's License since 2002