**Vishal Kaushik**

**Mobile – 9717101110 Email Id – vishalmkaushik@gmail.com**

An incise Professional enriched with almost 16 years of experience in Infrastructure Management, Facility Management, Vendor Management and General Administration

**Specialties:**

Infrastructure Management / Facility Management / General Administration / Procurement / Vendor Management / Budget Planning / Contract Management

***Professional Experience:***

***AVP & Head Administration from Dec. 2016 till date***

***Shivalik Mercantile Co-operative Bank Ltd.***

* ***Administration Department-***
* Administrative setting up, up-gradation of facilities, managing the entire Administration of 32 Branches.
* Planning and preparing monthly reports required for maintaining Office Infrastructure and Facilities for Bank.
* Strategy development for identifying cost effective and optimum quality functioning of Administration and Office service department.
* Managing the KRAs and performance of the Administration team.
* ***Facilities Management-***
* Formulating and implementing the policies for managing the housekeeping and security affairs of the organization.
* Managing repair, maintenance replacement of office equipments, appliances, furniture, furnishings, vehicles, building, etc.
* Purchasing, Implementation and operations of Security and Surveillance.
* Vendor management- Managing and evaluating a pool of Vendors for Capex and Opex items and continuously broadening the funnel for competent and cost- effective Vendors.
* ***Infrastructure Development & Project planning-***
* Involve in identifying sites and buildings to set up new premises and relocations.
* Negotiation with Landlords/Property Owners for Premises Leasing
* Verification of legal documentation and updating
* Executing the Lease Agreements ensuring Organization’s policies
* Co-ordinate and interact with Architects, Contractors and Suppliers
* Budgeting and cost control measures, Monitoring Budget vis a vis variance assisting the department in Project Management, Cost optimization and implementing business expansion plans
* Contracts management
* Cost control and ensuring timely implementation and delivery of the project

***Accolades:***

* Successfully furnished the Interior Project of 14000 sq. ft. and shifted Bank’s HO to New Facility in span of just 2.5 months after joining. Received promotion in just 3.5 months.
* Have spearheaded and successfully delivered 18 Infrastructure Projects till date.

***Co-Partner (Formally Senior Mgr. – Infrastructure Projects) from June 2015 till Dec. 2016***

***MNP Interiors Pvt. Ltd.***

* Looking after Commercial and Residential Interior Projects’ development, planning and execution with the help of Project team including Manager, Supervisor and Contractors.
* Act as a bridge between Corporate and Individual Clients and Project team to ensure that Clients’ requirements are met.

***Manager Administration, Facilities & Project Management from Dec. 2013 till May 2015***

***HDFC Ergo General Insurance Co. Ltd.***

* Handling complete Facilities Management & infrastructure set up of 24 Offices.

***Accolades:***

* Handed over 4 Infrastructure Projects across North within the given budget and timelines.
* Handed over Srinagar Infrastructure Project within deadlines even in Flood condition.
* Responsible for 4 PAN India projects and was directly reporting into SVP for the same.
* Played a pivot role in all PAN India Project in terms of their tracking and reporting deviations to SVP for control perspective.

***Manager Administration & Facilities Management (North) from March 2010 till Dec. 2013***

***L&T Finance Ltd, Delhi***

* Looking after Administration of 28 Offices and 3 Guest Houses for North Zone. Spearheaded Interior project of 25000 Sq. ft. and successfully shifted North zone Office to the New facility.

***Accolades:***

* Have been adjudged ‘The Best Negotiator’ after completion of ‘Negotiation Skill’ training held at Hyderabad in 2012.
* Spearheaded L&T GICL Infrastructure project in New Delhi, in adverse condition and successfully furnished the Office for inauguration on the given deadline in the Year 2010-2011 and shift GI team to new office successfully.
* Appreciation and Reward received from the CEO of L&T General Insurance Co. Ltd.
* Have successfully identified and develop 13 New Premises in different Geographical boundaries for Office setup and furnished them within the given budget and timelines.

***Sr. Manager Administration (North, East & West) from July 2009 till Mar. 2010.***

***Muthoot Finance Ltd, Delhi***

* Looking after Facility Administration of 450 Offices and 25 Guest Houses for North, East and West region.

***National Manager Administration from March2007 to June 2009***

***i - Process Services (I) Pvt. Ltd. (ICICI Bank Group Company), Delhi***

* Heading Administration and Facilities Management for 42 Offices and HO with the given team comprising of 17 direct and indirect Reportees spread across geographical locations in India. Involved in various new Infrastructure projects and Relocation.

***Accolades:***

* Joined as Zonal Manager - Administration for North zone and within 9 months was promoted as "National Head - Administration".
* Successful shutting down of 5 Offices and curtailing down 6 Offices as mandated by ‘i-Process Services (I) Pvt. Ltd and ICICI Bank management at the time of recession without incurring any cost on lock in period in the year 2009.

***Other Assignments***

*Team Member-Administration (North), from March 2005 to March 2007*

*NIS Sparta Ltd (Reliance ADAG Company), Delhi*

*Asst. Manager Administration, July 2003 to March 2005*

*Bajaj Allianz Life Insurance Company Ltd., Jodhpur*

*Administration & Customer Service Executive, June 2002 to July 2003*

*Jet Airways, Jodhpur Airport*

***Qualification:***

* 2008-2010 PGDHRM Symbiosis, Pune (Correspondence)
* 2000-2002 MBA(Mkt & Fin) Rajasthan Vidyapeeth, Udaipur
* 1996-1999 B.COM Jai Narain Vyas University, Jodhpur

***Software Known:***

* Tally / OPUS / ROSS / RETALIX / CLARIFIER / SABRE / SAP

***Personal Details:***

* Father’s Name Late Sh. Madan Lal Kaushik
* Date of Birth Sept. 20th 1977
* Blood Group O(+)
* Present Residence C4/1204, SRS Residency, Sector-88, Faridabad
* Hobbies Adventure Sports.

(Vishal Kaushik)