

## SHASHIDHAR R.B

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### Managerial assignments in General Administration/ Facility Management/ Procurement

#### PROFILE SNAPSHOT

- An astute professional with **around 16 years** of experience in General Administration, Facilities Management and Liaising & Coordination.
- Adept at implementing higher performance standards through organizational operations management, time management, performance management, conflict management, facilities and office administration.
- Adroit at handling day-to-day activities in coordination with internal/ external departments for ensuring smooth business operations.
- Expertise in drafting and setting up policies and processes, budgeting and cost control, vendor management and negotiation, Office Transitioning and Office Infrastructure.
- Demonstrative excellence in executing housekeeping activities in the organisation with new initiatives for restructuring of cleanliness and health facilities.
- Skilled in handling the commercial operations and process enhancements related activities with key focus on time lines by ensuring optimal utilization of resources.

#### CORE COMPETENCIES

General Administration  
Facility Management  
Liaison Operations  
Procurement & Sourcing  
Vendor Evaluation  
Budgeting & Cost Control  
Drafting Policies & Processes  
Housekeeping Management  
Safety & Security Management  
Cafeteria Management  
Asset & Inventory Management  
Annual Maintenance Contracts  
Assisting 'C' level employees  
Team Management

#### CAREER CONTOUR

	<b>TATA Housing Development Company Ltd., Bangalore</b> <i>Managing the South India Region administrative operations for the company.</i>	<b>Manager - Administration</b>	<b>Since Feb 2019</b>
	<b>Ozone Group, Bangalore</b> <i>Supported 18 sites of Ozone Group across Karnataka Region.</i>	<b>Deputy Manager - FM &amp; Admin</b>	<b>Jun 2015 – Jan 2019</b>
	<b>MediaTek Bangalore Pvt. Ltd., Bangalore</b> <i>Supported a growing project team of size over 125 employees.</i>	<b>Sr. Specialist - Administration</b>	<b>Sep 2014 - Apr 2015</b>
	<b>Sourcebits Technologies Pvt. Ltd., Bangalore</b> <i>Supported a project team of size over 110 employees.</i>	<b>Asst. Manager - Administration</b>	<b>Sep 2013 – Jul 2014</b>
	<b>24/7 Innovations Labs, Bangalore</b> <i>Supported a product based project team of size over 130 employees.</i>	<b>Sr. Executive - Admin &amp; Facilities</b>	<b>Apr 2012 – Jul 2013</b>
	<b>HCL Technologies Ltd., Bangalore</b> <i>Supported various project teams spread in 3 floors of size over 350 employees.</i>	<b>Sr. Executive - Admin &amp; Facilities</b>	<b>Jun 2006 – Mar 2012</b>

#### Key Result Areas

##### General Administration:

- Conceptualizing and implementing procedures/ systems across designated area of operations for office administration & operations to ensure safe & smooth and uninterrupted work environment.
- Extending administrative support to management through organizing administrative activities including receiving and handling information.
- Managing correspondences, reports, MIS and documentation.
- Floating enquires to vendors for obtaining prices for various items, price negotiation and preparation of comparative statement w.r.t. price, payment terms, quality and warranty.
- Planning, monitoring and reviewing organization's facilities and administration operations, practices, policies and procedures for consistent accomplishment of company's goal in achieving maximum employee satisfaction.
- Handling International & Domestic Travel Arrangements includes Air Ticketing, Cabs on request, Late night Cab requests, Hotel Booking and Forex issuance.
- Outsourcing contracts for the maintenance of office building, infrastructure, office equipment, machinery and other assets of the organisation.
- Processing vendor bills, PO & GR entries, following up with Finance Team on payments and vendor management.
- Ensuring frequent training for Office boys on grooming, cleaning of office and serving the guests, training for security staff on handling crisis and disasters.
- Finalizing quarterly budgets for operational and capital expenses of the facilities, checking for new and expired vendor AMCs, raise requests along with co-ordinating with supply vendors to procure the same on release of the respective purchase orders.

- Coordinating for Events and Team outings and handling end to end Client visits.
- Ordering and procuring material from the service vendors and ensuring AMC's, planned preventive maintenance of the facility, related material, equipment and electronic devices are checked.
- Monitoring and guiding overall operations and processes of Helpdesk with respect to activation and deactivation of access cards for employees, contractors, service providers and clients, Lost & Found process, Special Activation, ID card's issue, stationery management, documents retention and New Joinee / Exit Employee process in lines with company process, guidelines & policies.
- Ensuring that all AV equipment is arranged for meetings and events is in working condition, coordinating and accommodating VIP visits as per company norms, their entry, access and walk-through are taken care.
- Maintaining all Statutory documents, medical certificates of cafeteria vendors, background check reports of out-sourced vendor's and update periodically.

#### **Facility Management:**

- Monitoring inventory, office stock and ordering supplies as necessary.
- Administering and liaising with property agents and landlords in the negotiation of lease agreement for Office premises.
- Managing overall operations across functional areas of Housekeeping, Transport, Canteen Facility, Assets management and Stationery Items. Entering into contracts with various service providers.
- Monitoring activities through CCTV coverage and Access control systems of important areas and retention period, restricted area transaction logs, documents and registers maintained in concurrence with ISO audit standards.
- Ensuring all restricted areas like server rooms, BMS rooms, Hub room and Media center access system runs without any downtime, all access cards reconciliation done periodically and any inclusions / roll-offs are updated.
- Handling all BCP situations of different levels independently to ensure the projects operations run without much disruption during such crisis.

#### **Housekeeping:**

- Supervising and instructing housekeeping team to ensure cleaning and up-keep of all production floors, meeting rooms, conference rooms, board rooms, lift lobbies, Reception area, Rest rooms, Store rooms, Material movement area and cafeteria.
- Managing cafeteria and pantry activities, ensuring food and snacks reach on time even during the time of civil unrest, quality and quantity is sufficient as per the company's pre-defined standards.
- Conducting monthly vendor's kitchen audit, tracking observations and following up with vendors to close the same.
- Performing operations of Rest Rooms, Library, Centralised Stores, Shared Services Functions, SLA's and recreation room in the facility.
- Carrying out Pest control activities, Indoor plants maintenance by controlling vendors thru stringent SLA's.

#### **Security Management:**

- Instructing, guiding and controlling the Facility Security force (in accordance with ISO standards and Security Manual) on daily basis on different security levels, material movement registers, Patrolling, rosters, Traffic Management, parking management, Key Management, Cloak room procedures, Security head-counts and deployment, Laptop registers, visitor registers, procedures and process in concurrence with the security model set up by the organization.

#### **Highlights:**

- Successfully completed company specific H1- Employee Health & Safety, ISO 9001:2015 – Quality Management System, 14001:2015 - Environmental Management System, 45001:2018 – Occupational Health and Safety Management Systems.
- Completed bi-annual Fire Evacuation drills as per schedule and nominated & organized trainings for Emergency Response teams (ERT).
- Guided Incident Reporting methodology of all observable incidents in the site, investigated for RCA and report to the management.

#### **IT SKILLS**

<b>Operating Systems:</b>	Windows 07/ 08/10, Tally 5.4
<b>Word Processor:</b>	MS word 08/10, Power Point presentation MS Outlook
<b>Spread Sheets:</b>	MS Excel 08/10, SAP-MM & Oracle (Iproc, Admin & HR process)

#### **ACADEMIC CREDENTIALS**

**B.Com. from JRN RV University, Udaipur; 2007**

#### **PERSONAL DOSSIER**

<b>Date of Birth:</b>	14 <sup>th</sup> September 1981
<b>Address:</b>	Flat # 003, Ground Floor, EJ Surekha Apartments, 8 <sup>th</sup> Main, Old Water Tank Road, Uttarahalli, Bangalore – 560061
<b>Languages Known:</b>	English, Hindi, Kannada, Telugu and Tamil
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