

# **RESUME**

**Vivek S**

**Residence Address:**

55 2<sup>nd</sup> Cross Kaverappa Layout Panathur,  
Bangalore-560067.

**Permanent Address:** Same as Residence Address

**Email id :** vivekreddy12121@gmail.com

**Mob: 7022568564**

**Objective:**

Seeking a best job opportunity in field of human resources. In depth knowledge of facility management and organization, ability to provide best customer service with strong leadership ability. I would like to apply my skills and abilities in order to provide accurate facilities in timely manner.

**Academic records:**

- Course** : **SSLC (Secondary School Leaving Certificate)**  
**Institution** : Lady Vailankanni High School (Bangalore)  
**Year of passing** : 2007.
- Course** : **PUC (Higher Secondary Education)**  
**Institution** : Vijaya Main Pre University College.  
**Year of passing** : 2009.
- Course** : **BE ( Bachelor of Engineering)**  
: Cambridge institute of Collage (Bangalore).  
**Year of passing** : 2013
- Course** : **MTech ( Master of Engineering)**  
: New Horizon Collage (Bangalore).  
**Year of passing** : 2016

## **Experience:**

1. **Title: Business Executive. 3 year -2019-2022**

**Company: Aqua Discovery VSR**

### **Job Description:**

- Handling About 10+ Labours.
- Tracked and analyzed sales and customer trends in order to maximize sales and revenue while minimizing expenses in all 3 locations.
- Grew sales by 25% through implementing an endless aisle.
- Introduced mobile payments and mobile shopping that increased sales by 30%.
- Prepared daily work schedules for and assigned tasks to 30+ employees, scheduled deliveries, and enforced company policy.
- Implemented system of mystery shoppers whose feedback lead to a 20% increase in satisfaction among both customers and employees.
- Due COVID-19 effect as to close the business.

2. **Title: Facility Executive. 1 year -2021-2022**

**Company: Mukund Vivek Paradise**

### **Job Description:**

- Handling About 10+ Guard.
- Complete control measures on the employees, visitors, vendors' safety, and traffic movements.
- Once in every month personally interact with all the tenants (Facility team) regarding security and safety concerns of our campus
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Ensure the security, safety, and well-being of all personnel, visitors, and the premises.
- Respond to any emergency to Employees and Customers.
- Maintaining responsibility for Primary assistance, Monitoring Electronic Surveillance.
- Keeping Records of Security Incidents.
- Ensuring a safe zone at the workplace, for any activities carried out from external and internal requirement
- Formation of different security posts based on the security survey and Dark Area.
- Deploying and adequate security posts based on the requirement.
- Proper briefing and de-briefing of security personnel before and after their deployment
- Thief Control Management by applying various types of planning.
- Making SOP,s for Various Security procedures and Performing duties.
- Inventory Management, Weekly Inventory Report Publishing.

3. **Title:** Facility Executive. 2022-2023

**Company:** Profesional Securities(Jai Galaxy Luxury Apartment)

**Job Description:**

- Daily Report Maintaining.
- Supervision for all Common area work.
- Resident Complain Management
- Security and Daily Help Management
- Handling About 20+ Guard.
- Complete control measures on the employees, visitors, vendors' safety, and traffic movements.
- Once in every month personally interact with all the tenants (Facility team) regarding security and safety concerns of our campus
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
  
- Ensure the security, safety, and well-being of all personnel, visitors, and the premises.
- Respond to any emergency to Employees and Customers.
  
- Ensuring a safe zone at the workplace, for any activities carried out from external and internal requirement
- Formation of different security posts based on the security survey and Dark Area.
- Deploying and adequate security posts based on the requirement.
- Proper briefing and de-briefing of security personnel before and after their deployment
- Thief Control Management by applying various types of planning.
- Making SOP,s for Various Security procedures and Performing duties.
- Inventory Establish contact with local authorities on facilities-related issues and maintain the relationship.
- Responsible for all legal and authorities related to compliances pertaining to facility and engineering system.
- Day-to-Day coordination with the operation team about the operating and other activities.
- Talk to the staff about their performance and make suggestions for improvement.
- Inventory Keep track of underperforming personnel and place them on the Performance Improvements Plan (PIP) for the greatest results.
- Inventory Management

4. **Title: Business Development and Facility Executive. 2024-2025**

**Company: Scootsy Logistics Pvt Ltd(Swiggy Instamart)**

- Optimized supply chain management for facility operations, cutting inventory costs by 18% while improving material availability.
- Led the successful accreditation process for the Building Owners and Managers Association (BOMA), achieving the Outstanding Building of the Year (TOBY) award.
- Implemented an innovative space reconfiguration project that enhanced collaboration and productivity, reflected in a 25% increase in employee satisfaction.
- Include the total square footage of the facilities managed to showcase the scale of your responsibilities.
- List the percentage of operational costs reduced through efficiency improvements to demonstrate financial impact.
- Quantify energy savings achieved through sustainable initiatives to highlight environmental stewardship.
- Detail the number of projects managed concurrently to show organizational skills.
- Report the reduction in maintenance response time, indicating improved service levels.
- State the value of capital improvement projects overseen to reflect your experience with large budgets.
- Specify the increase in facility usage or occupancy rates as a result of your management strategies.
- Present the number of compliance audits passed to emphasize a strong understanding of regulatory requirements.

**Computer Skills:**

- Microsoft Office.
- Zoho Creator App
- Hubler user console
  
- Web & browsing.
- Social.
- Gmail.
- Google Sheet.
- Google Slides.
- Google Forms.

**ERP Skills:**

- ADDA,
- My Gate
- No Broker
- Apna Complex.

**PERSONAL DETAILS:**

<b>Father's Name</b>	: Srinivas Reddy V
<b>Mother's Name</b>	: R Latha
<b>Date of Birth</b>	: 25-07-1991
<b>Sex</b>	: Male.
<b>Nationality</b>	: Indian.
<b>Religion</b>	: Hindu.
<b>Marital status</b>	: Married.
<b>Language (speaks &amp; writes)</b>	: Kannada, English, Telegu & Tamil,Hindi

**Strengths:**

- Flexibility and adaptability to work in any environment
- Willingness to accept any challenge irrespective of its complexity
- Can be worked anytime.
- Good team player and positive attitude
- Completed Gun training
- Completed First Aid training

## **Declaration**

I am keen to start my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:**

**Date:**

*(Vivek S)*