**RESUME**

**GAURAV .K. NIMESH**

TILAK HOUSE

H.No-406 NEAR MTNL

TOWER ARTHALA

MOHAN NAGAR (GZB)

PH- 8750167700 / 9654308306

**Email.nimesh.gaurav1985@gmail.com**

**Specialization**

 **Admin & Project Management**

*Career Objective: -*

To add value to my organization by contributing my knowledge and skills for the growth of the organization.

**V2 RETIAL LTD.,**

Admin/Project Manager since 13th Nov. 2019- till date. I am working as Pan India Admin & Project Head & handling 94 Stores of across the India.

**KRAs (Key Responsibility Area)**

* Responsible for PAN INDIA Stores and Production Factory Electricals Equipment as above 50K should be in working condition for smoothly operation.
* Responsible for Monthly Budgeting, Electricity Consumption Bill Process and Handling Provision Amount should be Less Than 1.5 Crores in PAN INDIA Stores and Production Factory.
* Handling Report for PAN INDIA Dashboard summary for track Equipment working or Not working status.
* Responsible for Online Helpdesk Issue Tracker Report mentioned for Stores that Issue resolved on High priority.
* Taking care For PAN INDIA Stores Genset Diesel Consumption report and Services tracker mentioned for Genset Should be Best Condition.
* PAN INDIA Stores and Production Factory 800 AC installation, These AC service Visit report mentioned and Align AC technician to Service closed till February Months whose helps smooth operation.
* HO Management, Retail Head, CEO, CFO, MD and CMD All management Hotel and Flight ticket booking and Tracker mentioned for Expanse Report.
* Responsible for PAN INDIA Stores Sensormatic, Online UPS, CCTV DVR, Camera and Hard Disc All critical equipment should be in working condition.
* Handing Lift, Travelator AMC quotation Amount negotiate and decided to taking Decisions as which Best in Gold, silver or Platinum AMC.
* Handling the PAN INDIA Stores Electrical Equipment PMS report on daily basis for Equipment Healthy and Good Ageing Conditions.
* Responsible for PAN INDIA Stores Fire Extinguisher STO DO Creation and Deliver in stores that no one fire extinguisher expired Also Responsible for Riffing Extinguisher via Vendor on time.
* Handling Team for PAN INDIA Stores Electrician, Housekeeping and Security Staff in Best my knowledge also Bill Process Report mentioned for 3rd Party Vendor Payments

**Project**

* We have final HVAC & Electrical wiring, Lighting watts, Flooring, Painting, front ACP, CCTV, Fire System Vendor for project work.
* We have plan store electrical load and Genset according load,
* **Vendor Management** – Dealing with the vendors towards the services related with store like Purchasing Store Fixture & Furniture’s, Stationery, Glow Sign Boards, Printing, Shopping trolley’s Wheels, Civil & Electrical material and Transportation, Maintenance work and timely booking of bills for faster clearance.

**Past Experiences**:

 **Esteemed Employer**: Facility Cluster Manager at Future Retail LTD. (Future Group) a division of Big Bazaar.

**Profile**.

* **Equipment AMC** – looking after the annual maintenance contracts of store’s machines & equipment’s. like (Chiller and freezer, AC, Check point, DG, Lift, Escalator, Fire Panel & UPS, Inverter.) & ensure timely renewal of AMC.
* **Vendor Management** – Dealing with the vendors towards the services related with store like Purchasing Store Fixture & Furniture’s, Stationery, Glow Sign Boards, Printing, Shopping trolley’s Wheels, Civil & Electrical material and Transportation, Maintenance work and timely booking of bills for faster clearance.
* **Project Handover –** Taking of new store and store renovation work hand over from project Team as per project drawing guide lines like (Electrical, HVAC, Fire, Civil, Access control, CCTV, Refrigeration, Security equipment’s hand over & wok and floor fixture handover.
* **Mall Management**- dealing with the mall authorities time to time on certain issues related with the store.
* **Maintenance of Guest House** – dealing with the day-to-day activities of guest house like Guest House Boys’ salary, telephone bill, electricity bill, rent, employee’s accommodation etc.
* **Electricity /Water Consumption** – looking after the meter reading, consumption, faults, bills.
* **Staff Room** –Maintenance of staff room and providing basic amenities like, drinking water, entertainment, newspaper, magazines, refreshment.
* **Fire & Safety—** Ensure the fire equipment’s such as Fire sprinkler line presser, Fire Hydrant presser and fire extinguisher refilling date and fire panel servicing with smoke detectors are in working condition & monitored daily.
* **CCTV— Ensure** all Access control, Camera & DVR are working condition with 30 days recording and proper cover all floor area like (Cash Room, Ware House, Staff Entry, Customer Entry & Exit Gate, Back office, all retail floor area) & ensure all Access control are working properly in Cash room, Server room, & Electrical panel room.
* **Housekeeping** – Making contracts& dealing with the housekeeping agency towards the cleanliness / Hygiene of the store.
* **Security** – Making contracts with the security agency towards better implementation of security services &impart the training for better customer dealing.

**Esteemed Employer**: **Sahyog Awash Vikash Samiti Ltd.**

* **Designation** Co – Facility May 2004 - April 2004
* **Profile**:

Handling All DG set and lifts.

Regular check DG set and all electrical wirings and distribution power supply according to work.

* **Computer Education:**

 Well versed with computer Operating System and proficient of MS Word, MS Excel and Mailing Systems (Email, Lotus & Outlook Express)

***Personal Details:***

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| --- | --- |
| Father’s Name | ⮚  Shri Natthu Singh |
| Date of Birth | ⮚  07th December, 1985 |
| Qualification: | ⮚  Diploma of Electrical (Polytechnic) From (UP) Board in 2008 |
| ⮚  B.com Passed From (UP) Board In 2005 |
| ⮚  12th Passed From (UP) Board In 2002 |
| ⮚  10th Passed From (UP) Board In 2000 |
| Marital Status: | ⮚  Married |
| Hobbies: | ⮚ Cricket. |
| Strengths: | ⮚  Hardworking & work better in pressure situation |

**Declaration**: I hereby declare that the details furnished above are true to the best of my knowledge.

**Location Preferred**: Re-locatable anywhere in NCR.

Date: -

Place: - Ghaziabad **GAURAV .K. NIMESH**