

SUDERSHAN CHAUHAN

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Career Profile

To find a challenging and Administration Engineering related roles in University, Schools, Construction Industry where my knowledge and communication skills would be fully utilized as well as try to grow with the organization in order to achieve self-realization and for the accomplishment of organizational goal.

Professional Skills**Administration****General Administration**

- Coordinate with accounts and billing department for timely settlement of vouchers and raise bills on time.
- Track outstanding payments and chase up payment action with accounts departments.
- Assist with travel planning and preparation of travel expense reports.
- Ensure timely payments of utilities bills (Telephone/Mobile etc.).
- Routine administrative support for the section supervisors and staff.
- Control and distribution of incoming/outgoing daily letters.
- In charge of all types of guest room booking.
- Allotment of Faculty/Staff flat.
- Admin support for all Event, Seminars, Functions and Conferences.
- Monitor functioning of laundry and retail outlet located in the hostel area.

Facility Management:

- In charge of functions such as Housekeeping, student Canteen, Student Hostel, Faculty Housing & Guest house.
- Co-ordinate & arranging of required material for Seminar, Award function and other VIP function and visits.
- Manage and co-ordinate with Project team to take handing taking over for new buildings.
- Manage & maintain the complete building and equipment infrastructure.
- Manage upkeep of company infrastructure facilities.
- Training to supervisor and housekeeping staff.

Asset Management:

- Keep office equipment fully functional and stocked.
- Lead processes such as the order process, stock maintenance and re-order level process for printing & stationary.
- Prepare and implement preventive maintenance schedule.

Vendor Management:

- Identify and develop potential vendors for achieving cost effectiveness.
- Negotiate with vendors and manage the contractual obligations.
- Conduct sourcing exercises to ensure there is adequate range of potential suppliers to meet requirements.

Team/People Management:

- Develop competency across the team by mentoring and knowledge sharing.
- Engage team members to improve communication and build a team spirit environment to improve job performance.

Emergency Services

- Manage the first aid and emergency medical services.
- Manage and provide guidance to team and staff on fire protection (safety) systems.

MIS and Reporting

- Assist senior management and other departments with various reports as needed.
- Formulate and prepare meeting agendas and minute of meetings.
- Generate MIS reports on a monthly basis.

House Keeping & Horticulture

- Manage the daily activities of the Housekeeping to include appropriate cleaning of overall Campus.
- Daily supervision of the housekeeping staff and grounds keeping staff, including the day, event and post-event staffs.

Catering Services

- Planning menus in consultation with vendor.
- Ensuring health and safety regulations are strictly observed.
- Budgeting and establishing financial targets and forecasts.
- Monitoring the quality of the product and service provided.
- Checking that all employees are getting clean & cool approved tested drinking water.
- Checking food quality, food items expiry date, proper storage and disposal of waste.
- Checking proper capes for cook team, arranging every 06 months medical check-up of mess team, providing PPEs according to weather i.e., rain & winter etc.
- Conducting inspection of housekeeping of mess areas.
- Checking proper duty hours for all workers and staff.

Fire Fighting

- Liaison with the Fire Fighting Department at lower as well as higher echelon.
- Responsible for fire safety measures, efficient functioning and maintenance of firefighting equipment.
- Conduct periodic fire practice in association with the fire marshals
- Provisioning, maintenance and adequacy of firefighting equipment.
- Conducting HSE awareness training to own and contract employees and workers on specific topics like- safety induction training, confined space, working at elevated locations, scaffolding erection, welding, grinding, gas cutting, hand power tools, excavation, LOTO control of hazardous energy, electrical safety, working with cranes and lifting tools & tackles etc.
- Displaying HSE posters at all offices for employee's awareness.
- Maintaining PPEs Stock, Proper Use and checking expiry date & Providing PPEs according to job, weather condition i.e., Rain, Winter & Summer
- Making emergency response plan and conducting mock drills; so, workers & Staff will be aware about all types of emergencies, and they could be handled it's properly.
- Cross checking PTW is issued or not for all works going at sites
- Cross checking first aid facility with doctor and ambulance at site and office.
- Making emergency arrangement in company approved Hospital near workplaces, so that serious patients can be admitted over there and could be saved their lives by giving treatment immediately.

Environment, Safety & Health

- Helping in plantation to avoid pollution.
- Maintain STP and ETP plant inlet and outlet of water.
- Sprinkling of water on dusty roads to avoid dust which can be harmful employee's health.
- Proper storage of all types of chemicals & acids & displaying its appropriate MSDS with Hazards index labels & providing required Eye & Body showers / washers along with PPEs.
- Proper disposal of safety tanks wastes & making arrangement to clean toilets / washrooms.
- Waste Management (Hazardous & other Wastes) Cross checking approved Vendors for handling Wastes, Proper Segregation, Storage and disposal.
- Conducting inspection / cross checking of noisy equipment's.

WORK EXPERIENCE

Total industrial experience of 6 years as an Estate Manager Administration and having good experience in implementing various management programs and ensuring all Government lesions University projects, High rise Building equipment and environment.

PROFESSIONAL QUALIFICATION

- MBA from Annamalai University in 2017
- MSW from CTU in 2015
- International General Certificate in Occupational Safety and Health (NEBOSH) in 2014
- International Occupational Safety Health and Administration (IOSH) Certification from (UK), Delhi, India in 2014
- Safety Media – Corporate Health, Safety, Environment Trainings, from (U.K) In 2014
- Bachelor of Fire and Safety Management from Solan, Himachal Pradesh (India) in 2013
- Diploma in Industrial Safety Management, Fire and Safety Forum, Cochin, Kerala (India) in 2013
- Diploma in Mechanical Engineering from Rajasthan in 2010

PROFESSIONAL EXPERIENCE

❑ AMITY UNIVERSITY RAJASTHAN

Period: December 2015 and currently working

Designation: Estate Assistant Manager (Administration)

❑ M/S INDIAN OIL CORPORATION LIMITED

Company: ESSAR PROJECT (INDIA) LIMITED

Period: Aug. 2014 to December 2015

Designation: Trainee

TECHNICAL SKILLS

1 year Computer Course from NIIT, Gurgaon

- ❑ Familiar with tools like MS Office (Excel, Word, PowerPoint)
- ❑ Internet concept
- ❑ Basic Hardware and Networking

EDUCATION CREDENTIALS

X	Haryana Board	2007	72%
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PERSONAL DETAILS

<i>Father's Name</i>	Sh. Virender Singh Chauhan	<i>Mother's Name</i>	Smt. Suresh Devi
<i>Passport No.</i>	V1313700	<i>Marital Status</i>	Married
<i>Date of birth</i>	8th March, 1991	<i>Language Known</i>	English, Hindi
<i>Sex</i>	Male	<i>Nationality</i>	Indian
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References:

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