

BRIJESH KUMARTIWARI

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PROFILE SUMMARY: -

- A result oriented professional with over **9.6 years** of experience in Facilities Management, Operation & Maintenance, Client servicing in fast-growth, professional services organizations.
- Demonstrated excellence in providing vision, leadership and management required for developing and implementing the skills in various sectors.
- Effective communicator & negotiator with strong analytical, problem solving and organizational abilities.

AREA OF EXPERTISE: -

Procurement / Vendor Management

- Identifying and developing vendors and managing multi location facilities.
- Following up with vendor towards contract signoff and submitting the contract for internal sign off.
- Releasing the contract copy to vendor as well as internal customers/users.
- Generating the list of all Rate Contracts and their expiry/renewal dates; negotiating with vendors before the contract expiry/ renewal dates.
- Preparing comparative statement basis, the proposals received from vendors and recommending to management with proper justification.
- Negotiating with vendors for acquiring the best price under the guidelines of the policy and procedures set by the company.
- Maintaining the vendor database with all the necessary details or information.
- Processing vendor payment as per the contractual terms and necessary approvals.

GENERAL ADMINISTRATION: -

- Handling all administrative tasks like Maintenance of office equipment's, Transport, Housekeeping & Maintenance of office and recordkeeping of office stationery including various formats.
- Administrating staff welfare including pantry for staff and labors.
- Taking care of the transport services for the associates and preparing monthly reports.

UTILITY MANAGEMENT: -

- Conducting preventive maintenance of electromechanical equipment (Electrical, Civil, Plumbing, Access controls, CCTV, Generators, Transformers, Air conditioner, Chiller Plant, HT< Panel, ETP, STP, Cooling Tower, Elevator, Air Compressor, RO System, HVAC, UPS, Fire Fighting System, Propane Gas Plant and Lifts etc.)
- Designing of Electrical Panel, Cable sizing and Management, UPS Designing with Batteries etc.
- Monitoring AMC's / warranties, identifying vendors for office contracts and providing cost effective quality solutions.
- Overseeing physical security and guiding Security Guards, Housekeeping staff, Electricians, Plumber & AC Operators.
- Interacting with departments for executing maintenance of equipment's, timely delivery of new equipment and enhancing overall efficiency.
- Carrying out maintenance audit of office premises; scheduling & implementing preventive maintenance plans.

JOB RESPONSIBILITIES: -

- Responsible for maintenance of Electrical utilities like Transformer ,UPS, Air Compressor, LT/HT Panel ,MCC&PCC Panel, AHU, Chiller, VRV, FCU, Air Washer, HVAC Panel, Lights, Motors, Starter, ACB and VCB etc.
- To monitor daily preventive maintenance scheduled adherence 100%.
- To ensure that there is no wastage of Electrical energy and other resources like water, Gas etc.
- To plan maintenance activities in his concern department.
- Handle Electrical and HVAC Projects including Installation and Commissioning.

- Actively participate in 5S,Kaizen,TPM and Improvements.
- Knowledge of good Documentation Practice, Preparing Reports and basic SAP Operation.
- Keep a record of all stock and supplies of maintenance tools and equipment's.
- Help the Organization to reduce energy cost.
- Responsible for Electrical safety Compliances , Audit and work permit system.
- Handle Environmental activities, Fire fighting training and other social activities.
- Knowledge of PLC,HMI,VFD and other equipment's.

EXPERIENCE: -

- Working with **SAMKWANG INDIA ELECTRONIC PVT. LTD. as Deputy Manager in Utility Department** from October 2022 to till Now. Here handling whole Preventive Maintenance and Breakdown of Utility equipment's and Machines as well as Internal and External Audits including Compliance.
- Worked with **LITE-ON POWER ELECTRONICS INDIA PVT. LTD. as Senior Utility Engineer/Assistant Manager in General Administration Department** from October 2021 to September 2022.
- Worked with **Premier Energies Ltd. Hyderabad as Utility Engineer/Shift Incharge in Utility Maintenance** from April 2020 to September 2021.
- Worked with **Ashok Leyland Ltd Pantnagar as Sr Supervisor in Maintenance Department** from March 2016 to March 2020
- Worked with **ATE PROJECTS PVT LTD. DELHI** from October 2013 to March 2016 as a **Site Supervisor**. Here I have handle all HVAC installation work, Duct work, Copper Piping, MS Piping, Electrical Cabling, Electrical Panel installation, AHU installation, Chiller installation etc.

ACADEMIC DETAILS: -

- **3-Year Diploma in Electrical Engineering** with 78.6% marks from SAMS Institute of Technology Varanasi Uttar Pradesh Affiliated from Board of Technical Education Uttar Pradesh in year **2010 – 2013**.
- Graduation with 49% marks from Gramodaya Ashram PG College Ambedkar Nagar Uttar Pradesh affiliated to Dr. Ram Manohar Lohiya University Uttar Pradesh in **2007**.
- Intermediate with 57% marks from RBNIC Goshaijanj Faizabad Uttar Pradesh Board in year **2004**.
- High School with 51% marks from ANDIC Goshaijanj Faizabad Uttar Pradesh Board in year **2002**.

IT SKILL: -

- Well versed with Windows Operating Environment, MS Office utilities, Power Point and Internet Applications.

PERSONAL DETAILS: -

Gender :Male
 Date of Birth :04Oct.1988
 Nationality :Indian
 Father's Name :Kanhaiya Prasad Tiwari
 Languages Known :Hindi,English
 Hobbies :Listening music,Netsurfing,

DECLARATION: -

I hereby declare that all the above mentioned information is true and correct to the best of the knowledge and believe.

Place: Delhi

(BRIJESHKUMARTIWARI)

Date:-

