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| Rahul Massey  Contact Information:    **Address: HR- 28A, 29A Flat no 8 Near New Life Hospital, Pul Pehlad Pur,New Delhi 110044**  **E-Mail: Rahulmassey966@gmail.com**  **Contact No.**  **Mobile:** 9667558815 | RESUME  OBJECTIVE   * To work in the most challenging position with an organization that provides ample opportunities to learn and to contribute. * To achieve results by hard work, devotion to duty and teamwork. * I can contribute towards the growth and performance of the organization with my sincerity, hard work and zeal.     ACADEMIC QUALIFICATION   * **10th CBSE Board (2015)** * **12th CBSE Board (2017)** * **B.A Program me from Delhi University (2021)**   COMPUTER SKILLS   * Good knowledge of MS-Excel * Good knowledge of MS- Word * OUTLOOK * Good Knowledge of Power Point   TRAITS/COMPETENCIES   * Enthusiastic, fast and continuous learner * Hard-working * Ambitious and committed to excellence. * Sincere with a high level of integrity * Ability to work with and engage staff at all levels within the organization. * Able to remain positive and constructive under pressure. * Experience in office/ facility management. * Honored as a Star performer by Client. * Employee Engagement. * Development Employee Relations |
|  | EXPERIENCE SUMMARY   1. **Organization – SkillianTech India PVT. LTD.**   **(Client Site- GENPACT INDIA PVT. LTD, Sec-135 Noida)**  **(From 22 June2022 to till 25OCT 23)**  **Designation – Duty Logistics Officer**    **Responsibilities: -**   * **Managing housekeeping staff & supplies** * **Security of the premises** * **Track of movement of people by attendance, Materials by gate pass & authority.** * **Vendor management** * **Office maintenance** * **Catering management.** * **Ensure a statutory complaint is** **adhered by the staff.** * **Co- ordinate and Co- operate with all staff’s executive, supervisors & company staffs** * **Provide facilities to employees.** * **Managing Medical and emergency crisis drill.** * **Cafeteria/ Medical room audit.** * **Boardroom/meeting rooms booking.** * **Managing mailroom/courier dept.** * **Managing Client Visits.**     **2. Organization- COLDWELL BANKER RICHARD ELLIS (CBRE.)**  **(Client Site – Newgen Software Technologies (Noida Sce-132)**    **(From-26 Oct23 to till now)**  **Designation- Facility Executive**    **Responsibilities: -**  **1.Management: Overseeing the overall operations and management of the facility, including maintenance, security, and safety.**  **2.Space Management: Optimizing space allocation, layout, and utilization within the facility.**  **3.Vendor Management: Selecting and managing external vendors and service providers for various facility needs.**  **4.Compliance and Regulations: Ensuring the facility meets all legal, safety, and regulatory requirements.**  **5.Health and Safety: Implementing and maintaining health and safety protocols for the facility, including emergency preparedness.**  **6.Environmental Sustainability: Promoting and implementing eco-friendly practices to enhance sustainability within the facility.**  **7.Team Leadership: Leading and managing a team of staff involved in facility maintenance, security, and other related functions.**  **8.Strategic Planning: Developing long-term strategies and plans to enhance the facility's efficiency and effectiveness.**  **9. Client Visit- Managing and handling client visits at site.**  **10. Cafeteria management- Food inspection and audit.**  LANGUAGES KNOWN   * **English** * **Hindi**     HOBBIES & INTERESTS   * **Playing Football**       **Place:** New Delhi  **Date** |
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