

NAVNEET PAL SINGH

Kolkata, WB 700060 | H: 8777674927 | C: 9830668817 | NSRANYAL@GMAIL.COM

RE: Admin Manager

Dear Sir

I am a motivated professional with communication proficiency and extensive Admin Manager Experience. Recently, I learned of an opening for the Manager role and I was compelled to contact you with my interest. I believe that my professional background and industrialist drive make me an ideal candidate for this opportunity.

As a person who thrives in high-pressure and fast-paced situations, I strive for positive results through the application of my quality control and training abilities. Additionally, I possess expertise in project management and an aptitude for optimizing performance and motivating colleagues. In any position, I am able to visualize success and identify innovative and effective strategies for achieving it.

I have artfully balanced workplace objectives and productive relationships, inspiring strategies and insightful suggestions to achieve a competitive business edge. My decision-making and critical thinking strengths have enabled my professional growth.

I have a 30 plus years of hospitality experience Have worked in HHI Group/ The Bharat Hotels Group/The IHG Group /The Woodlands Multispecialty Hospital (A Sanjeev Goenka Group) .

I have enclosed my resume for your review. I appreciate your time and consideration of my candidacy for your new Admin Manager

Sincerely,

NAVNEET PAL SINGH

NAVNEET PAL SINGH



CAREER OBJECTIVE:

To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.

PROFESSIONAL SYNOPSIS

► Result Oriented Professional possessing nearly 30 Years Experience in Career.

+

► Hardworking, Competent & Efficient.

► Corporate, Production House and Construction Sites Experience, Professional Qualification, Problem Solving Ability with Analytical Skills, Attitude towards work and company.

All physical plant equipment and maintenance techniques with skill in Mechanical, Electrical, Plumbing, HVAC, Carpentry, Painting, Fire & Safety, Treated water plant, swimming pool filtrations plant, Wellness center Equipment, Imported Kitchen Equipment, laundry Equipment, Steam & Hot water boiler ,Solar system.

EHS, Environmental management and also in TOTAL PRODUCTIVE MAINTENANCE.

Specialization in all aspects of Electrical Maintenance, , Sewage Treatment Plant, Water Treatment plant, Boiler Plant, HVAC Engineering,

Fire Fighting, Generating Plant & in all respect in the Hospitality industry. – Possess an adaptable, flexible approach to work and good organizational skills.

Hands on experience in training & monitoring newly joined team. – Ability to support and sustain a positive work environment that fosters team performance with strong communication and relationship management skills.

PERSONAL DOSSIER

Father' s Name : Beant Singh

Date Of Birth : 13/10/1977

Sex : Male

Marital Status : Married

Nationality : Indian

**Language Known : ENGLISH, BENGALI & HINDI
[Read, write & speak]**

**Professional Qualification : Diploma in Electrical &Supervisory License 1 ,2, 11&WP.
License 1b &2**

Software Exposure : MS-Office, Internet & Communication system

Educational qualification ☐. Graduate from Kolkata university

Communication address ; 25/B Lal bahadur Sarani Twin Towers/B1 Flat

Kolkata 700060

Professional Experience's

H) Name of the Co : Refrigeration Corporation

Address : Hastings Kolkata – 700022.

Designation : Senior Technician

Tenure : April 1993 to Dec 1997

G) Name of the Co. ; **CMRI HOSPITAL UNDER BENGAL COOLING CORPORATION**

Address 23 Mansatala Lane ,Khidirpur ,Kol : 700023

Designation : Supervisor

Tenure : From jan. ' 1997 to Dec ;1999

F)Name of the Co. : **HOTEL HHI**

Address : 235/1, A.J.C. Bose Road Kolkata -700019

Designation : Executive Shift In charge

Tenure : From Jan . 2000 to Sept .2017

E)Name of the Co. **THE LALIT GREAT EASTERN HOTEL**

Address : 18,Hemanta Basu sarani

Designation : Executive

Tenure : From Oct. ' 2017 to Oct' 2018

Reporting to : Chief Engineer

D)Name of the Co. **HOLIDAY INN**

RESORT Address : N.H -6

Designation : Engineering Manager

Tenure : From Nov.' 2018 to Aprail 2019

Reporting to : Chief Engineer

C)Name of the Co.

: WOODLANDS MULTISPECIALITY HOSPITAL

Address : 8/5 Alipore road-kol 27
Designation : Deputy Manager Maintenance
Tenure : From April-2019.' to October , 2022
Reporting to : Chief Engineer

- Job briefing ; Assisting head of the department in day-to-day Activities
- To see work related problems faced by Supervisors/technicians and finding solutions
- To analyze the control expenditure incurred in repairs and maintenance activities.
- To carryout vendor evaluation along with Senior Executives to develop vendor base for departmental activities.
- To make sure all the activities of different systems are functioning smoothly.
- To check vacant room and rectify the problem at the earliest
- To organize manpower, materials for the day-to-day activities.
- To check the logbook on daily basis To suggest up gradation (or) modification in the related field to Head of the department for betterment of services.
- To participate and contribute to departmental quality initiatives.
- To carry out data collection/support in data collection
- To adhere to the safety norms of hospital and to follow both patient / staff safety
- To ensure all the employees are trained/oriented about the quality systems of the department
- To perform any job/task as and when assigned by the superior.
- Looking After Maintenance operation Dunham Bush Chiller 400 trx2
- Looking After Maintenance operation Anest Iwata Ft 150x3 compressed Air System
- Looking After Maintenance operation Inger soil V255 x3 Vacuum Air System
- Looking After Maintenance operation UPS Vertiv Make 120 kvs & 160Kva System
- Looking After Maintenance operation 7.50 Lph & 1500Lph ro plant
- Looking After Maintenance operation Dehumidifier Bryair Flb 1500 System
- Looking After Maintenance operation 500 KVA x2 Sterling Make Diesel Generator
- Looking After Maintenance operation Dry Type Transformer 1600 x 2 make
- Universal Magnetics
- Looking After Maintenance operation Kitchen equipment System
- Looking after Automation & BMS
- Looking after the maintenance operation of FCU
- Maintaining History Card /Breakdown/
- Asset Building
- Involvement in projects with room renovations & Interiors

Name of the Company : Hotel Hindustan International

**■ In Kolkata 186 rooms, 9 Banquets, Night Club
,
Underground & Restaurants**

Address : 235/1 Ajc bose road

Designation : Deputy chief Engineer

Tenure : From Oct 22.' Aprail 8th 2023

Reporting to : Director Operations

October, 2022 –to April 23: Hotel Hindustan International Kolkata Deputy Chief Engineer

- Responsible for the up gradation of the properties up to the level best of the Management.**
- Monitoring the operation, preventive maintenance & up gradation of the Maintenance Engineering .**
- .■ Planning, budget, Implementation .**

- Monitoring the HLP .**

Handled and was responsible for Maintenance &Operations &Renovations for the 186rooms' property with a bar, restaurant 9 banquet halls, . . – Involved in process of tendering and awarding of various jobs. – Responsible for co-ordination between various agencies like the

Contractors, Architect, Structural Engineer, Interior Designer and Landscapist. – Initiated massive Public Relation exercise with the Engineering consultants. – Responsible for monitoring overall operation, reduction of the running maintenance expense of the unit by planning and implementing effective cost control measures. – Ensure smooth operation of the maintenance Department & co-ordination with the all departments. – Execute the Operations strategy in day to day. – Manage the different programs and seminars to

Increase efficiency of workers. – Instil and reinforce the development of an outstanding service culture while ensuring that all guest service issues are handled expeditiously and with careful attention. – Deal with the contractors and supplier. – Ensure that Excellence Hotels operates to the highest standards required by Management. – Assists in managing the standards and procedures of the department. – Controls and analyses quality levels of product and service, guest satisfaction and hygiene according to standards in an effort to ensure optimum performance. – Demonstrate service attributes in accordance with industry expectations and company's standards. – Work within the company's Human Resource Management System to ensure the departmental performance of staff is productive. – Regularly communicate with staff to maintain positive relationships. –

Actively participate in training and development programs and maximize opportunities for self.

Development. – Takes prompt and decisive corrective action when necessary to ensure achievement of financial, operational, quality, service and safety goals and compliance with policies and procedures. – Ensures the safety and security of the hotel, employees and guests by developing contingency plans and implementing appropriate precautionary and preventive measures including staff training to handle emergencies...

- **To analyze the control expenditure incurred in repairs and maintenance activities.**
- **To carryout vendor evaluation along with Senior Executives to develop vendor base for departmental activities.**
- **To make sure all the activities of different systems are functioning smoothly.**

B) Present

:Gems Akademia International Boarding School

From KG 1 To Grade XII

G+III Building with all Modern Amenities

Address :BakrHat Road ,Thakurpukur P.O. Rasapunja Kolkata 700104

Designation : Admin Manager

Tenure : From Aprail till Now

Job Responsibilities

Hush Green 40 Acres of Campus land

■ **Responsible for the up gradation of the property up to the level best of the Management.**

Monitoring the operation, preventive maintenance & up gradation of the Maintenance Engineering.

Monitoring the HLP

- **To carryout vendor evaluation along with Senior Executives to develop vendor base for departmental activities.**
- **To make sure all the activities of different systems are functioning smoothly.**
- **To organize manpower, materials for the day-to-day activities.**
- **To check the logbook on daily basis.**
- **To participate and contribute to departmental quality initiatives.**
- **To carry out data collection/support in data collection**
To adhere to the safety norms of School and to follow both Students / staff safety
- **To ensure all the employees are trained/oriented about the quality systems of the department**

- looking after the maintenance operation of kitchen Equipment/500 kva x 2 Stanford DG/ HT/LT/

- RO plant operation & Maintenance

- Capacitors Bank Operation & Maintenance

- Landscaping

- Cafeteria

- Transport

**Job Profile
&Overall
Workline
experience**

: Mechanical Section

♦ Operation & Maintenance of HVAC System.

Opp. & Maintenance. Of Screw Chiller Make Trane/Carrier/kirloskar/sabro/dunhumbush/Blue Star

Opp&Maintainence of VRF units/VFD /Daikin/carrier/

♦ Operation & Maintenance of Building Management System

♦ Operation & Maintenance of different type imported Kitchen equipment like HOBART (Germany) , Continental Eloma (USA), Palux (Italy), Santosh, Kitchenaid, Garlender, Glass Washer, Dishwasher M/C (HOBAT , Germany)

♦ Opp & Maintenance of three door, four door, under counter, chiller & frizzer, bottle cooler of Foster (UK), Euronox, Glass Tender (USA), Ice Cuber Machine (Scotman, Italy), Cibin (Palux)

♦ Opp & Maintenance of walk in cooler (Cold Storage), Chiller & Freezer Water cool system /Air cool etc

♦ Opp & Maintenance Of Laundry Equipment, Steam Press, Hot Press, Washer Extractor/Calender/Drier/ etc. of UNIMAC, Ramson./Image

♦ Opp & Maintenance Of Spa Equipment, Steam Bath, Sauna Bath System etc..

♦ Opp & Maintenance Of Treated water Plant .

♦ Opp & Maintenance Of Steam & Hot water Boiler (HSD Fire) heat pumps THERMAX/KIRLOSKAR Make RX 06/RX 08/.

♦ Opp & Maintenance Of Sewage treatment plant.

RO plant operation & Maintenance

ELECTRICAL :-

- ◆ Opp & Maintenance Of Electrical Panel .
trouble shooting, 1600 kva Transformer & HT /LT distribution
System. 1000 kvar capacitor bank
- ◆ Opp & Maintenance UPS System.
- ◆ Opp & Maintenance Of 1510, ,1010 KVA DG with AMF
Panel /make Stanford/caterpillar/sterling/kirloskar
- ◆ Execution of Complain Handling Management System.

**Training Co-ordination regarding Fire and Safety (C.C.TV camera, fire alarm panel, smoke
detection System, Fire pump & hydrant system, fire**

Declaration - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.

Date:

Place:

(Navneet pal singh)

