NAVNEET PAL **SINGH**

**Kolkata, WB 700060 | H: 8777674927 | C: 9830668817 |** [**NSRANYAL@GMAIL.COM**](mailto:NSRANYAL@GMAIL.COM)

**RE: Maintenance Manager**

**Dear Sir**

**I am a motivated professional with communication proficiency and extensive Maintenance 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 Maintenance manager**

**Sincerely,**

**NAVNEET PAL SINGH**

**NAVNEET PAL SINGH**

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**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**

**Cammunication 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.’ 20**18 **to Aprail 2019**

**Reporting to : Chief Engineer**

**C )Name of the Co.**

**: WOODLANDS MULTISPECIALITY HOSPITAL**

**Address : 8/5Alipore road-kol 27**

**Designation : Deputy Manager Maintenance**

**Tenure : From Aprail-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 basiTo 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 compressored Air System**
    - **Looking After Maintenance operation Inger soil V255 x3 Vacum 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 Hindusthan 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 Aprail 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.**

1. **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**

**Designatio**n **: Maintenance Manager**

**Tenure : From Aprail 2023 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 &Maintenanc**

..Capacitors Bank Operation &Maintenance

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 &Maintainence**

**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:**

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**Place: (Navneet pal singh**