Curriculum vitae

Venkatesh​ ​Mondati

Ph. +91 9032328308 Email​ ​id:​sonumondati99@gmail.com

**Education:**

* Pursuing MBA in operations management, Gitam University.
* BA Gitam University.
* Intermediate from Board of Intermediate (AP)
* SSC.

**Summary​ of Experience:**

Overall Experience of 4.7 Years in Facility Management with Corporate.

**Achievements:**

* Received recognition for Covid-19 Pandemic support in Q3 R&R .
* Appreciation received by client as part of WOW project for installing Water Aerated Taps.
* Appreciation’s received for handling external event.
* Achieved appreciation with management for best performer.
* Got promoted within 1 year of service from Sr.FE to AFM.

**Strengths:**

* Pleasing personality.
* To work with attitude and self-confidence.
* Ability to grasp and analyze concepts efficiently.

**Skills:**

* Hands on experience with MS office.
* Good communication skills.
* Experienced with cupa, oracle and procurement tools.

**EXPERIENCE:**

**1)** Organization: Jones Lang LaSalle.

Client: Bharti Airtel Limited.

Position: Assistant Facility Manager.

**Duration: Jan -2020 –Till date.**

**JOB PROFILE:**

* Facility Management
* Vendor Management.
* Asset Management.
* Event Management.
* Travel & Hotel Management
* Statutory Compliance
* Property Management
* Cost & Budget Management
* Operational Issues Management.
* Planning, scoping, estimation, tracking & implementation of project plans within preset budgets and deadlines for interior fit out & new renovation across AP & TS offices.

**2)** Organization: Jones Lang LaSalle.

Client: Bharti Airtel Limited.

Position: Sr.Facilities Executive.

**Duration: June -2019 –Jan-2020.**

**JOB PROFILE:**

* Front office and visitor management.
* L&R  Compliance
* Budget & Cost Management for the site
* Landlord Liaison
* FM Site manual
* Office Waste
* Landscape Management,
* Mail Room & Courier Services
* Cafeteria Management
* Business Continuity Plan
* Key Management
* Procurement Coordination & Vendor Management\
* Help Desk
* Pest Management Services
* Civil / carpentry /plumbing/gardening
* Inventory Management, Stationery Management, etc.

**3)** Organization: CIEL HR services private limited.

Client: JLL / Bharti Airtel Limited.

Position: Facilities Executive

**Duration: March-2018- till date.**

**JOB PROFILE:**

* Responsible for 700 Employees and overall 11 sites.
* Landscape management.
* Taking care of desk/keys allocation to new employees.
* Taking care of cafeteria services (regarding food testing, and quantity of food. Food backup, caterer’s service)
* Making rounds in premises regularly to identify the House keeping issues & Maintenance & Other issues…. If anything is wrong will take the immediate rectification action.
* Provide helpdesk support and resolve problems to the end user’s satisfaction
* Follow- up on completion - Close service requests by regularly following up with respective service assignee and record response times.
* Ensure immediate response to Priority Calls
* Inventory Management
* Complaint Management.
* Maintenance of staff attendance
* Sharing the information and updating to facility manager.
* Forwarding Consolidate Feedback to Manager and to the Vendor.
* Preparing MMR reports and sharing with manager.
* Interacted with leadership team for concerns related to their process.
* Providing the over-all transport facility for the clients on the Special Events.
* Ensuring maintenance of proper documentation for maintaining compliance with ISO requirements.
* Maintaining internal trackers and prepare variance reports.
* Monthly MIS for petty expenses and other expenses.

**4)** Organization: Golden Star Pvt Ltd.

Client: UBER India support center Pvt Ltd.

Position: Facilities Executive

**Duration: Jul-2016 – dec-2017.**

**Job Responsibilities:**

* Responsible for Entire Facilities operations for 2500 Employees with 1, 40,000 Sq. Ft.
* Responsible for Procurement and ordering of HK Materials, chemicals and refreshments.
* Tracking of Food Consumption and calculating the costs and reducing the wastage of food in F&B.
* Tracking of Pantry items on Consumption basis for Employees and reducing the wastage and cost saving mechanisms.
* Third Party Vendor headcount tracking & checking Invoice.
* Key Management such as desk & key allocation to employees.
* Coordinating with Vendors such as Pantry cafeteria, horticulture, pest control and M&E repair Vendors.
* Making walk around in the facility thrice in a day in order to check the Cleanliness and to find out the snags.
* These snags are documented and shared to concern departments.
* Maintaining HK attendance and randomly checking the checklists Implemented by HK team.
* Coordinating and verifying the 52 week PPM schedules of HK.
* Welcomes new employees to the organization & Taking care of Joining formalities.
* Provide helpdesk support and resolve problems to the end user satisfaction.
* Raising JIRA ticket for any M&E, stationary, HK related issues to employees, and follow-up for the closure of the issue with feedback.
* Ensure immediate response and service to Calls.
* Inventory Management.
* Assisting and providing information to facility manager.

**5)** Organization: steam line facilities Pvt Ltd.

Client: UBER India support center Pvt Ltd.

Position: admin

**Duration: feb-2016 –july2016**

**Personal Details:**

**Name:** Venkatesh Mondati

**Date of Birth:**  30th Jun 1993

**Language:**  English, Hindi, Telugu

**Hobbies:**  listening music, watching TV.

**Marital** **Status:**  Unmarried.

**Conclusion:** Give an opportunity, I will prove myself worthy.

Venkatesh Mondati

Date:

Place: