

KIRANKUMAR

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PROFILE SUMMARY:

- A professional with over 26 years corporate and industrial experience with strong knowledge skills in Facilities Management, Project Management, Contract Management, Proposals, Operations Management, Operations & Maintenance, General Administration, Procurement, Logistics, HSE, Proficient in Facility Management, Property Management, Asset Services & IT Facilities

PROFESSIONAL SKILLS:

- **Operations and Maintenance:** O&M related to HVAC & MEP Services
- **Project Management:** Oversight and Management of Projects and related contracts
- **Proposal Management:** Bid management and Administration, manage the production of a portfolio of PQQ's, RFP's, bids & proposals
- **Real Estate and Property Management:** Real estate planning, acquisition and disposition
- **Technology:** Facility Management Technology [CAFM, CMMS], workplace management systems
- **Emergency Preparedness and Business Continuity:** Emergency and risk management plans and procedures
- **Environmental Stewardship and Sustainability:** Sustainable management of built and natural environments, Green building initiatives
- **Finance and Business:** Strategic plans, Budgets, Financial analyses, Procurement
- **Human Factors:** Health and Safe Environment, Security, FM Employee Development
- **Leadership and Strategy:** Strategic Planning, Organization, Staff and leadership organization
- **Quality:** Best practices, Process improvements, Audits and Measurements
- **Communication:** Communication plans and processes for both internal and external stakeholders, strong people management and negotiation skills

WORK EXPERIENCE:

Since June-2017 Gulf Engineering Co, Kuwait as Senior Engineer.

Roles and Responsibilities:

- Supports the Operations of the Engineering Department, ensuring efficiency standards are met, review and improve existing SOP's. To be the primary interface for all Facility Management services for MEP, janitorial services, pest control, waste management, landscape and horticulture, security, help desk service, health and safety, façade cleaning, marketing and events.

- Assist in setting overall department strategies short, medium, and long term to align with those of the business lines, sets goals and objectives together with Engineering for maintenance services, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labour and materials.
- Manage the development and delivery of effective O& M services at the client site, undertake planning and implementation of systems, oversee the day to day delivery of service on O&M issues, actively engaged in managing the Engineering budget including create maintenance, capital expenditure budget, monitors overtime costs, general expenditures, financial reviews, identifies areas of cost reduction, when feasible.
- Conducts intra-departmental meetings on maintenance problems, resource consumption, maintenance planning etc., monitors and analyses reports on preventive maintenance; conditioning monitoring; new FM Project development; transition & mobilization, resource consumption; expenses related to power, fuel, repair and maintenance, participates actively in inter departmental and cross functional meetings for resource conservation, safety, IMS, production meetings.
- Reviews annual departmental KRA and other departmental indicators including subordinate performance reviews.
- Reviews and analyses daily breakdown reports and takes corrective actions wherever necessary, develops and motivates engineers, supervisors and workmen to achieve results, ensures high standards of safety, good housekeeping and proper environment in the work places, proposes new machines and equipment on required basis of functional departments.
- Direct the completion of planned and ad-hoc engineering and preventive maintenance work assignments for all facilities and effectively assigning the work to supervisors who direct several engineering, mechanical, and maintenance trades
- Ensures that staff work closely with Property/Facility management in handling requests for service calls, effectively evaluating requests and dispatching appropriate resources and contractors, utilization of appropriate call centres, and that staff are trained and have complete working knowledge on creating, closing and tracking "work requests" (WR), functional/technical knowledge of building system operation is followed in plumbing, HVAC, and electrical distribution systems.
- Supports and guides staff in preparation of specifications and bidding documents for scheduled service contracts such as HVAC maintenance, elevator/escalators and Fire/Life Safety Systems, BMS and all aspects of building systems operations, contractual maintenance, construction and MEP related services, systems.
- Manage Bid Qualification process for new opportunities, bidding and negotiating process, as necessary.
- Preparation of Bid documents relevant to Engineering, Purchase, QA/ QC, HSE & Finance.

Highlights:

- Worked as Interim Project Manager for Ministry of Health (Mubarak Hospital), Ministry of Energy & Water, Ministry of Information (KTV), Contract Managing Engineer for Familiarization & Mobilization period at KNPC- HVAC contract at MAA.

From Nov'12 to June'17 Kharafi National, as Proposal Coordinator

Roles and Responsibilities:

- Looking after for end-to-end management of the tendering cycle, including Cost Estimates and Proposal Writing.
- Assemble a bid team with the relevant knowledge and skills to prepare a winning bid.
- Follow the agreed proposal management procedures and ensure they are implemented at each stage of the bid process
- Chair Bid Kick off meetings, solution development and mid bid meetings.
- Manage and understanding the client bid requirements / key deliverables and develop a win plan for each opportunity.
- Attend feedback / debrief sessions with client on all bids.
- Manage the clarification process with the client including making sure the bid team are kept fully up to date with clarifications/document changes etc.,
- Support teams to prepare for site visits and interviews including presentations and briefing on the team on the Bid Proposals.
- Ownership of the bid programme and process from inception through to submission and thereafter where appropriate.
- Co-ordinate tender queries / amendments, assessing impacts and advising the bid team
- Analysing and dealing with Commercial, Contractual and Insurance Terms & Conditions.
- Creating technical and commercial sales proposals.
- Maintaining the quality and accuracy of technical and commercial deliverables.
- Ensuring correct interpretation of commercial and legal clauses which included a team management component, project-oriented.
- Interfacing with other internal departments, with subcontractors and clients, as follows Contracts (predominantly), Insurance, Operations, Purchasing, Engineering etc.
- Co-ordinate and manage the estimation and preparation of all pricing input into tenders and responsible for the quality / accuracy of the cost estimates.
- Facility Management / EPC bidding strategies, co-ordinate and manage the estimation teams / pricing input into tenders.
- Risk assessment and responsible for the quality and accuracy of the cost estimates produced through commercial acumen, exposure to site / construction activities, dealing with licensor, vendors, client, consortium etc.,
- Preparation of Bid documents relevant to Engineering, Purchase, QA/ QC, HSE & Finance.
- Obtain budgetary quotes for major packages, also submit technical bids; attend bid/site meetings with clients, consolidate commercial bids and reply on client's queries also discussions with clients prepare and submit revised bids and make sure they are technically qualified.

Highlights:

- Successfully acquired contracts & renewed contracts through successful negotiations with clients for Kuwait, UAE, Egypt & Lebanon.
- Dexterously handled acquisition of large key accounts [O&M for Airports, Malls, Universities, Hospitals, Ministries offices complexes, Tech Parks & Residential sectors] and increased profits for the organization.

PREVIOUS EXPERIENCE:

Mar'11 - May'12: Thermo Control Facility Management Services Pvt. Ltd, designated as Technical Manager for L.G Soft India.

Apr'09 - Feb'11: CBRE, designated as Technical Manager - Asset Services, Posted at Nokia Siemens Networks.

Sep'07- Apr'09: Manipal Service Corp Facility Management Pvt. Ltd., Bangalore as Manager [Operations]

Jun'04 - Sep'07: Sodexo Pass Services India Pvt. Ltd., Bangalore as Manager [Operations]

Jul'00- May'04: Amalgamated Bean Coffee Trading Company Limited- Café Coffee Day, Bangalore as Manager [Maintenance]

Nov'94 - Mar'00: Grapco Industries Limited, Bangalore as Assistant Manager [Materials]

Dec'92 - Nov'94: Webro Industries & Exports, Bangalore as Production Engineer.

Oct'91- Nov'92: Grindwell Norton Ltd., Bangalore as Management Trainee.

EDUCATIONAL QUALIFICATIONS:

1991-B.E. [Mechanical Engineering] from University Visveswaraya College of Engineering, Bangalore.

1993- Diploma in Material Management at Indian Institute of Material Management, Bangalore.

IT SKILLS:

- Conversant with Windows XP, MS Office & AutoCAD

PERSONAL SUMMARY:

Driving License: Valid Indian License

Languages Known: English, Hindi, Kannada, Tamil, Telugu

References can be provided on request