58, Halcyon Defence Enclave ,Bagalur road,PO Bagalur, Bangalore - 562149 | 9741000177 | shri28nair@gmail.com

Objective

· To effectively utilize my experience and competence towards the growth of the organization

Education

SENIOR OFFICERS MANAGEMENT COURSE

· Jamnalal Bajaj University

POST GRADUATE DIPLOMA IN PERSONNEL MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT

· Balaji Institute of Modern Management Pune in 2006 - Awarded 'Aye' Grade

ENHANCING COMMUNICATION SKILLS FOR MANAGERIAL SUCCESS

· IIM, Indore in 2007

CORPORATE TRAINING AND INDUSTRIAL SECURITY

2010

Career Abstract

- · Heading the complete Operations, Facilities, Client management, Accounts, cash inflow/ outflows, Marketing and Security of a reputed Mall having an area of seven lakh sqft.
- · Heading the entire gamut of Facilities, Administration, Security of corporate offices, malls, sales and marketing offices at sites, Stores of Purayankara Projects Ltd and CSR activities for the last from Feb 2012 to Jul 2016.
- COO- Radiant Business Solutions. Managing Operations, Admin, Man-management and Business Development
- · Consultant at Pegasus institute of learning- imparting Soft Skills Training
- · Colonel in the Armed force with over 31 years of extensive experience in Operations, Security Management, General & Personnel Administration, HR Management, Crisis Management, Recruitment, Training & Development
- · Adequate experience as Administrative Commandant in Army, dealing with Planning, Controlling, Monitoring, and Managing Properties and Land in Defense Cantonments.
- · Commanded an Infantry Battalion during Kargil Operations. The Battalion was awarded Army Commander's Citation for display of Courage and valor during the operations.
- · Awarded Sena Medal (Gallantry) twice by The President of India, (as a Captain and as a Commanding Officer of an Infantry Battalion), for displaying exemplary qualities of bravery and leadership of a very high order during anti-terrorist operations

Work Experience

HiLITE Mall Dec 2017 till date

. Head Mall management

Handling the entire Operations, Security, and Facilities through outsourced vendors.

Monitoring and managing the Administration of 7 Lakh sqft in phase -I and a further 6 lakh sqft in phase -II (upcoming)

Planning out the marketing including organising events . The biggest fashion show in Calicut was organised in HiLITE Mall.

Monitoring and managing cash inflows/ outflows

Crisis management and quick decision making

PURAVANKARA PROJECTS LTD. | FEB 2012 – JUL 2016

- · Handling the entire gamut of Facilities, Administration and Security operations at corporate office, Malls, stores and site sales/ marketing offices. Driving the security of materials and personnel at the sites by laying down stringent operating procedures at sites.
- · Setting up and running the Facility Management operations, through a team of facility managers and outsourced vendors
- · Negotiate vendor contracts with clear Service Level Agreements
- · Set up Standard Operating Procedures and Systems to enhance effectiveness of FM operations
- . Drive initiatives to manage administrative services at the lowest cost.
- . Drive synergies between administration objectives & business operations to bring down operational costs and yet enhance efficiencies
- · City Landscape management as part of CSR.
- · Mall management including security, Rental collection, coordinate civil works, client management etc.
- · Store management including auditing, training of store keepers and setting up process, including identifying nonmoving stores and rationalizing the distribution.
- · Set up functional process in tackling facilities and Admin issues
- · Increased revenue to the company by proper control and setting up process

COO | RADIANT BUSINESS SOLUTION | APRIL 2011 - SEP 2011

- · Man management and Personnel Admin
- · Directing operations with emphasis on crisis management
- · Establish and maintain client relationship
- · HR management to include motivating staff, recruiting, devising and implementing HR strategies
- · Adept at handling employee grievances and counselling
- Turned over a loss making company into a profit making one in 4 months
- · Putting a system in place by effectively involving the Team

CONSULTANT | PEGASUS INSTITUE OF LEARNING | NOVEMBER 2010 - APRIL 2011

- · Adequate experience in team bonding and leadership training exercise
- · Understanding Human psychology and utilizing right person for the right job

ADMINISTRATIVE COMMANDANT | INDIAN ARMY | NOVEMBER 2008 - JUNE 2010

- · As Administrative commandant, heading the vast gamut of administrative functions entailing managing Properties & Land in Defence Cantonments including personnel and general administration, security, and operations related to nearly 2000 personnel
- Handled project planning, appraisals, controlling & monitoring construction and their safety
- · Budgeting, supervising and implementation of properties under strict timelines in Defence Cantonments
- · Awarding contracts
- · Checking Quality control
- · Delegation of tasks and responsibilities
- · Optimum utilisation of resources
- · Risk management

COMMANDING OFFICER | INFANTRY BATTALIONS – INDIAN ARMY | MAY 1998 – AUGUST 2004

- Successfully commanded over **1000 men in battle** conditions and anti terrorist operations from 1998 2004. The task also included man management, material management, administration, motivation, appraisals, training and welfare.
- · Awarded Sena Medal (Gallantry), twice by the President of India for displaying bravery beyond the call of duty in combat, war like conditions.
- The battalion honoured with 14 awards and The Army Commander's citation during my command.

Other Information

LANGUAGE PROFIENCY

· English, Hindi, Malayalam, Tamil, Punjabi. (Kannada & Marathi - only understand)

HOBBIES

· Reading, painting, long drives, music