

BODH RAJ

PROFILE SUMMARY

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SENIOR MANAGEMENT PROFESSIONAL

Administration | Property Management | Govt liasoning | Project Management! Technical

PGDBM / BBA / DIT / GENERAL MANAGER (OPS) / HEAD O&M (FACILITY & MAINTAINANCE) / PROPERTY MANAGER / FACILITY MANAGER/ ZONAL MANAGER / HEAD O&M - CS (UP-EAST) / PROJECT MANAGER / GOVT. LIASIONING/ DISTRICT ENGINEER / MACHINERY TRIAL INSPECTOR / FIRE FIGHTING INSTRUCTOR / DIVISIONAL OFFICER / DIESEL DOCTOR / TECHNICAL TRAINER/ SECURITYOFFICER/JUNIOR COMMISSIONED OFFICER (INDIAN NAVY)

➤ Chief Operational Manager-Indian Navy Departmental Head-Operational & Maintenance Engineer

Administration/Govt liasoning
Property Management
Customer Relationship Management

Project Management
Quality Assurance
Facility Operations

Statutory Compliance
Budgeting/Forecasting
People Management

- **Expertise in** general administrative activities, personnel management, corporate policy implementation and facilities management across assignments
- **A keen implementer**, capable of defining and communicating policies, procedures & standards throughout the organization as well as determining the corporate vision for security
- **Govt. liasoning for rural development of Uttar Pradesh** with the support of Panchayati raj & Holistic rural development under Special spiritual Zone
- **Demonstrating abilities** in addressing the operational issues, resolving performance bottlenecks and achieving the desired objectives
- Skills in ensuring sound **Health, Safety and Environment** conditions with sound knowledge of standard engineering principle & practices for HSE Management
- Proficient in managing complete **Facility Management** including operations & maintenance, housekeeping, vendor development, purchase, asset management, preventive maintenance, etc.
- Passionate analyst cum strategist with proficiency in spearheading business to accomplish corporate plans and goals

Key Skills



Visionary Leader



Strategic Planning



Analytical Skills



Team Player

CORE COMPETENCIES

➤ General Administration

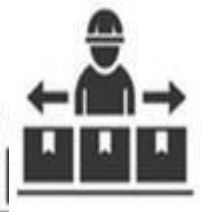
- General Administration over the entire staff on site for Security, Punctuality, Discipline and ensure a safe working environment; liasoning with local Govt agencies and team player
- Motivate the entire staff for working towards achieving Organizational Goal with high Tea

➤ Operations & Maintenance

- Planning & effecting preventive maintenance schedules of various machinery & instruments to increase machine uptime & equipment reliability
- Ensuring cost saving & energy saving techniques/ measures & modifications to achieve substantial reduction in O&M expenditures & work within the budget

➤ Facility Management:

- Ascertaining that all the maintenance activities/systems adhere to the standards / efficiency / productivity levels that have been set for the facility
- Developing budgets & annual plans to manage facilities as per organizational needs & parameters



➤ **Health & Safety Management:**

- Developed HSE plans and oversaw the implementation of the same as per ISO guidelines; conducted safety inspections, occupational health surveys, surveillance and field audits to ensure compliance
- Conducting joint Safety audits with MNC Clients for updating to Global standards.



➤ **Training & Development:**

- Imparted training on safety policies, loss prevention principles, usage of fire protection systems and occupational health & emergency preparedness (ERP) & CRISIS management.
- Investigated accidents, conducted accurate root cause analysis (RCA) and provided proactive solutions; assisted in the development & delivery of training programs, best practice tools, etc.



ORGANIZATIONAL EXPERIENCE

➤ **Profiles: (Oct 2023 till date):**

General Manager (Operation) – Katyayan group of companies at Lucknow
Responsible for: Developing and implementing strategies to achieve business goals for group of companies.

- Acting with a clear mandate to achieve expected / laid down standards of operational, financial and administrative performance of the company having more than 2000 employees.
- Overseeing the company's day-to-day operations, including managing budgets, resources, and employees.
- Monitoring market and industry trends to determine business opportunities and challenges.
- Develop and maintain relationships with customers, vendors, and partners.
- Ensuring business compliance with relevant laws and regulations.
- Analysing data and performance metrics to make informed decisions
- Maintaining public relations with all Customers' levels.
- Coordinating activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Evaluating and verifying employee performance through the review of completed work assignments and work techniques.

➤ **Profiles: (Nov 2020 till Oct 2023):**

Head maintenance & Facility Management – Apropos Planners & developers Private Limited(Paarth Infrabuild Pvt. Ltd Site Paarth Aadyant & Paarth Republic.

➤ **Responsible for: -**

- To Implement SOPs and ensure it is followed to 100%. Maintaining all logbooks and records on daily / Monthly basis.
- Ensure indenting is done at least 45 days in advance and no post facto indenting is done,
- Operating cash flows-Improve average collection on progressive basis.
- Maintain EBITDA as per budget.
- Ensure 100% compliance to renewal of all statutory compliance certification and license for the site
- General Administration, Security, Maintaining Capital assets and entire Common area Facilities
- Maintaining Landscape, water bodies, Façade and Cladding



SKILL SET

- HSE Management
- Operations & Maintenance
- Facility Management
- Training & Development
- Risk Assessment

- Implementing Occupational Health Safety norms
- Handling of MMR Reports, Bills Maintenance, and Invoice etc.
- Operation & maintenance of UPS.
- Operation & maintenance of all HT and LT switchgears like SF6, VCB, ACB, MCCB etc.
- Operation & maintenance of DG sets up to 1010 KVA.
- Operation and maintenance of PLC System, Synchronizing System, Battery Monitoring System, and CCTV & Access control system.
- Operation & maintenance of VRVs. Also operation & maintenance of accessories like AHU, FCU.
- Operation & maintenance of Transformer & H.T / L.T Panels.
- Operation & maintenance of Fire Fighting System, Plumbing System
- Handling of Housekeeping and security services.
- Planned Preventive Maintenance, break down Maintenance, Condition Based Maintenance of all Equipment,

➤ **Involved in:**

Vendor Management, AMC renewal, Negotiation, budgeting, planning, and effective inventory management Liaising with Govt. Bodies

Leading a team of Facility personnel of more than 100 men and imparted continuous on-job Training to the workforce for accomplishing greater operational effectiveness / efficiency

➤ **Profiles: (Since Oct 2018 to Sep 2020):**

Property Manager – EMICL (Emaar MGF Pvt. Ltd) Operation & maintenance of residential plotted site (223 Acre) - Site Gomati Greens Lucknow. Liaisoning with LDA official and legal department for smooth HOTO. Additional liaisoning with Indore site for better customer relation.

➤ **Profiles: (Since Oct 2015 To Oct 2016):**

Manager Project - SGSPL-(bigbasket) –Liaisoning, set up DC & Hub for Lucknow & Kanpur with Ensuring proper I&C of the machineries & plants. Vendor management and providing delivery vehicles Of the fleet,

➤ **Profiles: (Since Jan 2012 till Sep 2015):**

Manager- CS Head (UP East) [Solar & Towers] -Exicom Tele Systems Ltd – Installation, Commissioning Q&M Operation of Solar including cell site (480 No's) BSNL & TVI. Liaisoning with Govt official of UP, MP and Bihar (SP & District Magistrate) for installation, Operation including getting acceptance certificate to achieve our goal.

➤ **Profiles: (Since Dec 2009 to Dec 2012):**

District Engineer – Indus Towers Ltd. Operation & maintenance of the towers (125 No's) District Barabanki & Lucknow including liaisoning with police official for better support.

➤ **Chief Operational Manager- Indian Navy Departmental Head-Operation/maintenance Engineer**

INS Shivaji (1989-1990), INS Cannanore (1990-1995), INS Alleppey (1995-1996), FOCWF (1996-1997)
INS Shivaji (1997-1999): INS Savitri (1999-2000), INS Subhadra (2000-2001), INS Sindhusashtra (2001-2002)
MTU (MB) -2002-2003), INS Aditya (2003-2007) & DTTT (MB) -2007-2009

- Complete hand-on Engineering exposure.
- Planned Preventive Maintenance.
- Head maintenance & operations of Main engines MAN B&W (11968X2 HP), Generators (1010 KVA), HVAC/refrigeration plants (Ships capacity), RO plants 25 (TPD), hydraulics/pneumatics equipment/systems, Motor boats, Auxiliaries/pumps. Failure Analysis, Trouble shooting.
- Budgeting & Forecasting

- Review technical specifications and drawings.
 - Human resource management
 - Managing administration related activities including housekeeping.
 - Technical training
 - Spares planning & Inventory management
- **Fire and Safety Management:** Planning & Scheduling, Cross Functional Coordination
- Heavy Diesel Engines of maximum 11968X2 HP
 - DG sets of power ranging from 250 KVA To 1010KVA
 - HT/LT lines, Transformers and Power Distribution UPS and Inverters
 - Reverse Osmosis Plant, Water treatment Plant, Softener Chillers, HEs & AHUs
 - Refrigeration Plant and Cold Storage
 - Lifts
 - Sewage Treatment Plants
 - Major Automated Fire Fighting Systems and Safety
 - MS Office and Internet. Academy of computer Education Hyderabad.
 - Diploma in Information technology from CDAC Pune.
 - Certificate course in EDP- from Naval Institute of Logistic and Management INS Hamla Mumbai

QUALIFACTINS /CERTIFICATIONS

- Post graduate diploma in Business Management from Alliance Business School Bangalore.
- BBA from Annamalai University.
- Diploma in Mechanical Engineering from Center of Marine Engg -INS Shivaji Lonavala.
- Control & Instrumentation course from KOEL India Ltd.
- ICE Watch keeping and Auxiliary watch keeping certification INS Savitri
- Noise and Vibration Course from School of Marine Engineering & Technology, INS Shivaji, Lonavala
- Fire Fighting Instructor- (NBCDI Crash Course) - Indian Naval Shipwright School Vishakhapatnam.
- Diesel Doctor – Certificate for defect analysis of diesel engine from England
- Certificate Training course level 2 on operation & Maintenance of Pielstick PA6 engine – From KOEL Pune.
- Certificate training course on Volvo Penta Diesel engine – From Simpson Ltd Madras
- Charge board qualifying course – From INS Shivaji Lonavla
- Electrical Course level 1 from NTTF
- Security Officer Course – From NISM Bangalore
- Disaster Management course From Govt. of Maharashtra.
- Leadership & Management Course under GOI –INS Agrani Coimbatore.

PRESENT CTC

- **Current- CTC: 9.72 Lac**

EXPECTED CTC

- **Expected CTC: Negotiable.**

➤ **NOTABLE ACHIEVEMENTS:**

- Commendation from Head Project (National) bigbasket for launching business on timely.
- Commendation got from GM (O&M) Head National for successfully installation & Commissioning of 2-Megawatt solar plant (UPNEDA & MPUVN) within target time by better management & close liasoning with the Govt official UP, MP& Bihar.
- Best uptime District performer in Indus Towers in UP-East.
- Successfully installed POL Test Laboratory and Workshop on board Indian Naval War Ship.
- Commendation from Commanding –in – Chief [Western Naval Command] for no defect of machineries during cruise and International War Exercises.
- Organizer and participant in cultural events on Crossing Equator line ceremony.
- Experience of underwater life of Indian Naval Submarine.

As an Engine room –in -Charge, successfully undertaken overhauling of MAN B&W engine (11968X2 BHP) and its associate Systems onboard Indian Naval Warship Aditya.

- Carried out recruitment duties of the civilian for the Indian Navy at Mumbai.
- Best liasoning employ of the project UP SP Police & MP hospitals.

VARIOUS AWARDS /MEDALS :

- Star of the month employee from Emaar India.
- Proficiency award from Circle Head Indus Towers Ltd.
- Proficiency award from Captain warship of the Indian Navy.
- Meritorious Service Medal.
- Operation Parakram (Kargil)
- Long service medals 09 & 20 Years.
- Good conduct medals from Indian Navy
- Appreciation award from Head Energy Manager from Indus towers ltd for the best energy saver in the cluster.
- Achievement award from CEO Indus towers for Fatality Prevention Elements.

PERSONAL DETAILS:

- ❖ Father's Name: Late Sri Rama Pati Tiwari
- ❖ Marital Status: Married
- ❖ Date of Birth: 4th Nov 1969
- ❖ Spouse: Mrs. Mamta Tiwari
- ❖ Languages Known: English & Hindi, Sanskrit
- ❖ Residential Address: H.No. 90, Radhey Vihar, Vigyan Khand, Gomti Nagar, Lucknow, U.P, PIN - 226028
- ❖ Permanent Address: Vill: Sonas, Post: Kinauli (Inayat Nagar) District: Ayodhya, U.P PIN: 224228
- ❖ Passport: Yes

I, hereby declare that information furnished above is best of my knowledge and the same may be supported by the relevant documents as and when required.

Dated: Dec 2023

(Bodh Raj)
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