

SURAJ K D

Thrissur Kerala
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Experienced Facility Manager with a track record of managing building operations and maintenance. Skilled in preventive maintenance with strong leadership capabilities in supervising staff and contractors. Proven ability to reduce downtime and increase efficiency through effective planning and implementation of maintenance strategies. Proud of achievements in implementing preventive maintenance systems and streamlining processes. Committed to ensuring a safe, well-maintained facility while supporting the organization's objectives.

Skills

- Leadership and supervision
- Cost reduction strategies
- Facility management principles
- Equipment installations and maintenance
- Employee supervision and task delegation
- Operational efficiency and safety
- Facility updating

Work History

Facility Manager

Chettinad Sarvaloka International School, Chennai, India | June 2024 - April 2025

- Maintained a proper track of inter transfer of assets.
- Coordinated with cleaning and janitorial services to keep facility clean and presentable for occupants.
- Managed security and access control by overseeing surveillance camera, alarm and card access systems for facility safety and security.
- Supported all classroom activities scheduled by obtaining fortnightly / weekly requirements from Academic team and ensure smooth conduct of all such events, including photo shoot.
- Organized events and functions
- Coordinated of repairs and maintenance activities in the school.
- Key Management – Issuance, Tagging, Key register maintenance.

Dorm Parent

Global Public School, Kochi, Kerala | July 2023 - March 2024

- Maintain detailed student records with particular attention to confidentiality, privacy and sensitivity.
- Keep boarders healthy and safe in line with school policies.
- Look after the quality of food served for hostel students.
- Ensure hygiene and cleanliness of boarders (including appearance, rooms and uniform) are maintain.
- Encourage and support their academic progress and personal growth.

Customer Service Associate

Nambeesns' Lakshmi, Thrissur, Kerala | November 2021 - June 2023

- Greet customers as they enter the restaurant with a warm friendly smile.
- Escort customer to there tables and present menu.
- Take food and drinks orders.
- Assist customer with menu selection.
- Manage complaints and communicate with the kitchen or management.
- Manage the flow of the restaurant to ensure everyone has great experience.
- Asking for Customer Feedback.

Customer Service Executive

SpiceJet Ltd. | March 2019 - July 2019

- Handling passengers queries.
- Absolute compliance to weight and balance regulation.
- Creating reservation and up selling ancillary products.
- Reconciliation of all cash with system and handling it over as per procedures.

- Keep a check on the T V monitor display (FIDS - Flight Information Display System).
- Ensure that the old tags and labels are removed from baggage's and destroyed.
- Brief passenger about the LRT and request passenger to sign.
- Scan the boarding pass.
- In case of missing passengers carry out the Gate No. Show Drill.
- Find out about ETA and Bay no. from ATC.

Food & Beverage Service

Nambeesns' Lakshmi, Thrissur, Kerala | October 2017 - January 2018

- Prepare restaurant tables with special attention to sanitation and order.
- Answer questions or make recommendation for food/beverages.
- Deal with complaints or problems with a positive attitude.

Front Office and Human Resource

Crown Plaza, Bangalore, India | November 2015 - January 2016

- Was responsible for all areas of the front office department.
- Participated in weekly team meeting with front office department.
- To check for the amenities placed in VIP guest room.
- Appointing staffs with HR department.
- Was responsible for keeping the files in HR department.

Education

January 2017

B.sc Hotel Management

Eranakulam

January 2014

Margret (S.N) English School

Margret (S.N) English School, West Bengal

January 2012

Diploma in Computer Application

West Bengal

Languages

English

Malayalam

Hindi

Tamil

Bengali

Nepali

Personal Information

- Date of Birth: 09/15/94
- Gender: Male
- Nationality: Indian
- Marital Status: Single