

AMJATH KHAN.S

B.C.A., D.S.T., M.C.P., M.S.W.HR., M.B.A.T&HM., PGDHM.,

16+ years of Experience in Administration, Facility Management, Hospital Management, Operations Management, Business Development & Public Relations/Services



Address for Communication

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Personal Details

Date of Birth : 18th April 1983
Marital Status : Married & 2 kids

Academic Chronicle

Higher Education

Level : M.S.W.,
Percentage : 63%
Field of Study : Human Resource
Major : Personal Management & Industrial
Relations University : Bharathiar University, Coimbatore,
Tamilnadu

Second Highest Education

Level : M.B.A.,
Percentage : 72%
Field of Study : Tourism and Hotel Management
Major : Hotel Management
Relations University: Bharathiar University, Coimbatore,
Tamilnadu

Other Qualifications

- B.C.A., - Bachelor of Computer Application completed in 2004
- M.C.P., - Microsoft Certified Professional completed in 2004
- D.S.T., - Diploma in Software Technology completed in 2001

CAREER PATH

MORAIS CITY – SEBCO PROPERTIES - TRICHY

Business Development Manager

(August 2023 to Till date)

- Heading the Business Development for the Integrated Gated Community MORAIS CITY-Near TRICHY INTERNATIONAL AIRPORT
- Covering up the Trichy District and its diameter KARUR, THANJAVUR, ARIYALUR, PERAMBALUR, DINDIGUL & PUDHUKOTTAI Districts
- Product includes Plots/Apartments & MORAIS INTERNATIONAL BUSINESS PARK named as MIB
- Reporting to the Marketing Manager on Daily Basis

NEW LIFE MULTISPECIALITY HOSPITAL / BHAGYAA TEST TUBE BABY CENTRE & – KYPROS SCAN CENTRE - PERAMBALUR / ARIYALUR

Manager – Facility Management & Business Development

(December 2022 to July 2023)

- Heading the Business Development Team in Ariyalur & Perambalur Districts for Business Development of all Concerns
- Taking care of the entire facility management of the hospitals.
- Reporting directly to the Managing Directors and producing results
- Organizing Camps on frequent basis for various products in the Hospital
- Heading the Business Development Team in Perambalur District for Business Development of all Concerns
- Reporting directly to the Managing Directors and producing results
- Organizing Camps on frequent basis for various products in the Diagnostic Centre

VANI GROUPS/VANI SCANS & LABS ARIYALUR

General Manager / Marketing Head

(November 2021 to December 2022)

- Handled the entire Facility Management: i.e. Securities & Housekeeping & Business Development
- Laboratory Operations viz; Stock Inventory / Inwards Outwards purchases Bill inspection
- Have handled the purchases of Laboratory / CT / USG / OPG & X-Ray

- Conducted regular Rollcalls for the staffs and given instructions based on all disciplines
- In-charge of Vani Mahal Facility Management – Housekeeping & Securities
- Following up of patients inflow for USG /CT /OPG/XRAY& others
- Taken Responsibility and did the monthly cuts work for the District of Ariyalur /Perambalur from the referrals of Doctors / Clinics & Hospitals
- Analysing workflows and implementing strategies to improve efficiency in Business Development Process
- Responsible for overseeing daily operations, ensuring customer satisfaction and maintaining high service standards

A S HOSPITAL & IMAGING CENTRE PVT LTD, ARIYALUR

Manager – Operations & Business Development

(August 2019 to November 2021)

- Headed the complete Facility Management team : Securities / Housekeeping & Wardboys
- Covered up nearly 50+ Government Primary Health Centres in Ariyalur, Perambalur, Thanjavur & Trichy districts for Business Development
- Headed the Business Development Team and have showed immense graph in sales
- Concentrating on new clients thru emails and telephonic appointments & converting it in-person visits
- Reporting directly to the Managing Directors and producing results

SENSIBLE LIMOUSINE WLL, QATAR

Manager – Administration

(July 2018 to July 2019)

- Handling the fleet of 100+ cars in the field of Limousine based at Qatar
- Taking care of the daily operations in the office and collecting the sales data and storing it
- Concentrating on new clients thru emails and telephonic appointments

NANDI HOSPITALITY SERVICES PVT LTD, BANGALORE

Regional Manager – Operations & Sales, SOUTH INDIA

(October 2017 to May 2018)

- Heading the entire South India site's complete Operations and also taking care of the Business
- Development of the company along with its complete Facility Management
- Sites consists of Hospitals, Bus Stations, Malls, Steel Plants, Jails, Factories, Golf Clubs, In- house Kitchens, Multiplex Premises & Warehouses
- Reporting directly to the Managing Director of the company on all criteria's

- Taking care of the Entire Human Resource Activities of the sites & reporting the process to Managing Director directly

ALL SERVICES GLOBAL PVT LTD, MUMBAI

State Level Manager – Operations & Sales, TAMIL NADU STATE

(November 2016 to September 2017)

- Heading the entire Tamil Nadu state site's complete operations and also taking care of the Business Development of the company along with its complete Facility Management
- Sites consists of Government Hospitals, Railway Stations, Temples and Market complexes
- Reporting directly to the Managing Directors of the company on all basis
- Taking care of the entire Human Resource activities of the site's along with Client Relationship

KRYSTAL INTEGRATED SERVICES PVT LTD, CHENNAI

Cluster Manager, Tamil Nadu State Government Hospitals Project

(December 2013 to September 2016)

- Since there was a takeover of the project by KRYSTAL Pvt Ltd from UK Facility Services;
- Self-got the promotion as Cluster Manager (Zonal Manager) and got placed in KRYSTAL Pvt Ltd Was heading the Zone of 31 District's 48 Government Headquarters Hospitals under the TNHSP Special Project by the Tamil Nadu Government in Tamil Nadu State
- Reporting to the Regional Head, South India to all operations based on the entire outsource of 4500+ workers in the State of Tamil Nadu's Government Hospitals
- Reporting and following up the Hospital Head's and other staffs relevant to the site regarding all issues and matters dealt with & solving out all the issues affecting the regular operations
- Sending up the status of work to the HO instantly thru emails, SMS, WhatsApp & other social media's

UK FACILITY SERVICES PVT LTD, TIRUPUR

Operations Manager - Tirupur District, Tamil Nadu State

(July 2010 to December 2013)

- Heading the entire group of UKFS Facility Management workers in the Tirupur District
- Taking care of all the Securities & Housekeeping Departments in Government Hospitals & Railway Station along with few more sites in and around the District of Tirupur with a manpower of 300+
- Reporting to the Managing Director directly to all operations

- Taking care of the Staff recruitments, pay roll & taking daily Roll calls at the premise Sending up the status of work to the Head office instantly on routine basis

MAPE ADVISORY GROUP PVT LTD – BANGLORE

HR Administrator

(JUNE 2007 TO APRIL 2010)

- Handling the HR activities of the Bangalore Branch
- Maintaining the day to day office operations viz:Accounts/Purchases/Cleaning & Security based works
- Reporting to the Branch Head on daily basis
- Co-Ordinating with other Branches on daily updates – CHENNAI – GURGAON – MUMBAI - PHILADELPHIA(USA)

Interests:

Operations / Facility Management / Hospital Management / Administration / Business
Development / Troubleshooting / Travel / Public Relations & Services / Hotel Management

Technical Additions

- Project in VPN (Virtual Private Network) & Secured Data Transfer @ my UG
- Project in Absenteeism of Industrial Workers in Unimech Industries, CBE @ my UG
- HR Training in Unimech Industries Pvt Ltd., Coimbatore in my PG Internship I Year
- HR Training in Sri Ranga vilas Spinning Mills, Coimbatore in my PG Internship II Year

Extra Curricula's

- Organized Eye Camps for NETRAM EYE FOUNDATION NEW DELHI in Theni, Chinnamanur, Ariyalur, Thirumanur & Kunnam bearing Ariyalur Perambalur & Thanjavur Districts
- State level camp organiser for NETRAM EYE FOUNDATION NEW DELHI – Tamil Nadu
- Headed the complete team of Facility Management & Operations for maintenance of 5000+ players accommodation in Kerala National Games 2015 held at Trivandrum, Kerala (January to February 2015) during my experience at KRYSTAL INTEGRATED SERVICES PVT LTD
- Headed the complete team of Facility Management for Kumbakonam Mahamagam – A Spiritual gathering consisting of 2,00,000 of floating people per day held at Kumbakonam (Feb 2016) during my experience at KRYSTAL

- Headed the team as Consultant in making up the Hotel Chendhoor Residency near Trichy, TN Railway Station on all aspects like Front Office set up, Hotel Management Software, Banquets set up, Bar set up and did the complete Recruitment of the entire team for Hotel' s Inauguration
- Headed the team as Group General Manager in making up the Hotel A.S COMFORTS in Ariyalur on all aspects like Front Office set up, Hotel Management Software, Banquets set up and did the complete Recruitment of the entire team for Hotel's commencement
- Participated in the Clean India PULIRE – International Level Conference on Cleaning and Hygiene solutions @ Mumbai in Bombay Exhibition Centre & presented papers and PPT on Facility Management and Operations
- Participated in Sports Fellowship, TREKKING'05 held @ Avalanche Forests, Nilgiris, TN
- Participated in the State Level Cultural Program held at Karl Kubel Institute of Development Education, Maankarai, Coimbatore, TN and won prizes in Dec 2005
- Won the 1st prize in State level Photography competition held between Tamil Nadu & Kerala colleges held in SNGC College, Madukkarai Coimbatore
- Participated in International Study Conference for 1 Week on "Human Rights & WATER – THE ELIXIR OF LIFE " held at Madras Christian College, Tambaram Chennai in October 2005
- Won the Best NSS Volunteer award in my Under Graduation (BCA) for the year 2003 in Bishop Ambrose College of Arts & Science, Coimbatore

I hereby declare that; the given information is true to the best of my knowledge and belief.

Date : NOVEMBER 2024

Place : Trichy, Tamil Nadu

Amjath Khan .S