

# SUBASH S

Facility Operations | Building Maintenance | Procurement | Vendor Management

📍 Chennai, Tamil Nadu, India

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## PROFESSIONAL SUMMARY

Facility Operations and Maintenance professional with **5+ years of experience** managing facility services, building maintenance, procurement operations, and manpower supervision across healthcare and industrial environments. Proven expertise in **housekeeping management, security coordination, vendor management, asset maintenance, and facility compliance**. Strong ability to improve operational efficiency, control costs, and maintain safe and well-maintained facility environments.

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## CORE SKILLS

Facility Management  
Healthcare Facility Operations  
Building Maintenance & Infrastructure Management  
Housekeeping & Security Operations  
Vendor & Contractor Management  
Preventive & Breakdown Maintenance  
Asset & Equipment Management  
Procurement & Inventory Control  
Manpower Management & Team Supervision  
Safety & Compliance Management  
Facility Documentation & Reporting  
Cost Control & Operational Efficiency

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## PROFESSIONAL EXPERIENCE

### Sky Ventures International FZ-LLC – Fujairah, UAE

#### Operations Executive – Store, Procurement & Maintenance

Feb 2025 – Feb 2026

- Managed store operations including **material receiving, inspection, GRN preparation, and stock entry**.
  - Maintained inventory of **crusher equipment spare parts, mechanical components, lubricants, and consumables**.
  - Coordinated with procurement team to ensure **availability of critical spare parts and maintenance materials**.
  - Monitored **preventive and breakdown maintenance schedules** for plant equipment.
  - Issued materials against **maintenance work orders and operational requirements**.
  - Maintained **inventory records and maintenance documentation** for operational tracking.
  - Prepared **daily operational reports including maintenance status and material consumption**.
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### Buddhi Clinic Private Limited – India

#### Procurement & Operations In-Charge (Facility Operations)

Feb 2024 – Feb 2025

- Managed overall **facility operations of healthcare clinic including building maintenance and infrastructure management**.

- Supervised **housekeeping operations** ensuring hygiene, sanitation, and cleanliness across patient areas, consultation rooms, and administrative spaces.
- Managed **security personnel and access control systems** to maintain safety of patients, staff, and visitors.
- Coordinated **maintenance activities including electrical systems, plumbing, air-conditioning, and general facility repairs.**
- Scheduled and monitored **preventive maintenance programs** to ensure uninterrupted facility operations.
- Managed **facility vendors including housekeeping suppliers, maintenance contractors, and service providers.**
- Handled procurement of **medical consumables, office supplies, facility materials, and maintenance items.**
- Maintained **inventory control and stock management** to ensure availability of critical materials.
- Implemented **Zoho Inventory and Zoho Books** for procurement and inventory tracking.
- Coordinated with finance department for **invoice verification, vendor payments, and procurement documentation.**
- Supervised **facility staff including housekeeping personnel, support staff, and operational manpower.**
- Ensured compliance with **healthcare safety standards, facility regulations, and operational policies.**
- Prepared **facility management reports including procurement, maintenance, and operational performance.**

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## **Sky Mining Services India Private Limited**

### **Process Executive – Procurement**

Feb 2021 – Nov 2023

- Managed procurement lifecycle from **RFQ/RFI preparation to purchase order processing.**
- Evaluated vendor quotations based on **price, quality, and delivery performance.**
- Processed purchase orders and maintained **procurement documentation and vendor records.**
- Coordinated with operations teams to **ensure timely delivery of materials and resolve supply issues.**
- Prepared procurement analysis reports to support **management decision-making**

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## **EDUCATION**

### **Bachelor of Engineering – Mechanical Engineering**

GKM College of Engineering and Technology

2016 – 2020

CGPA: 7.26

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## **TECHNICAL SKILLS**

MS Excel

MS Word

PowerPoint

Zoho Inventory

Zoho Books

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## **LANGUAGES**

English

Tamil

Hindi