

**ASHWIN JOSEPH K**  
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A seasoned professional with over 18+ years of experience in administrative operations, real estate management, to ensure seamless operations in fast-paced office environments. Energetic, dependable, and results-driven individual who goes the extra mile to complete the task within timelines. Skilled at working under demanding situations, agile in re-prioritizing task based on evolving business demand while maintaining focus on cost efficiencies and delivering excellence. A self-started with a strong initiative and a commitment to efficiency.

## **Professional Experience**

**Zinnov Management Consulting**

**Operations Manager - Oct 2024 to till date**

Zinnov is a top management consulting firm with core ability in globalization, digital engineering, and digital transformation services.

### **Job Responsibilities:**

- Optimized seat utilization across multiple shifts, enhancing workspace efficiency and employee experience.
- Proactively coordinated with real estate partners to identify and mitigate potential disruptions impacting business continuity.
- Implemented multi-level security checkpoints, significantly reducing unauthorized access to restricted office zones.
- Developed a vendor management framework; led negotiations across meals, transport, and support services, achieving annual cost savings of \$80K.
- Partnered with business teams to analyze trends in meal and transport usage, improving service utilization rates from 90% to 95%
- Owned and managed top executive visit / movement including planning and execution from a facility standpoint
- Implemented ETS to automate route rostering and potentially increasing cab utilization
- Implement Parking Management for hassle free employee and visitor experience
- Project managed the office space expansion within the same premises and identified snag list and ensured their closure within 30 days from handover by coordinating with multiple stakeholders

**J Ray McDermott Engineering Services Pvt Ltd.**

**Sr. Principal office service admin - March 2022 to May 2024**

McDermott International Ltd is a global provider of engineering and construction solutions to the energy industry. Operating in over fifty-four countries, McDermott has more than 30,000 employees, as well as a diversified fleet of specialty marine construction vessels and fabrication facilities around the world. The Chennai facility has more than 1600+ employees.

### **Job Responsibilities:**

- Managed day-to-day Administration & Facilities of 0.17 Mn Sq.Ft office space by managing a team of 5 subordinates
- Responsible for FY budget preparation for admin function and ensure cost control measures in line with budget commitment
- End to end management of Health Safety and Environment of the workplace

- Office Space Management within the workspace by creating and re-organizing the office space according to project requirements for maximum utilization
- Implement Parking Management for hassle free employee and visitor experience
- Helped in identifying new office space to accommodate growth and recommended viable office spaces for consideration for a data driven decision-making
- Conducting renovation and remodeling projects within the facility
- Liaised with multiple vendors for event arrangements, executive movement for a smooth experience
- Presented the Monthly Management Review (MMR) for the office space to top executives
- Ensured all the security systems are properly functioning on time and arranging training on Evacuation, First Aid, and Communication
- Constant coordination with the building management/maintenance personnel on safety aspects in and around the building
- Utilized Oracle ERP system for creating PR and proactively followed up on Purchase Order processing to ensure timely procurement
- Planned and executed corporate events, Leadership events, ensuring smooth logistics, coordination, and successful engagement.
- Oversaw preparation and execution of ISO 9001 (Quality), 14001 (Environmental), and 45001 (Occupational Health & Safety) audits, ensuring compliance and continuous improvement

### **Achievements**

- **Reduced electricity costs** by optimizing energy usage **by 10%** after taking over operations
- **Lowered the Facility Management (FM) budget**, achieving cost efficiency with high quality
- **Developed and implemented an asset tracking system** & integrating them with the finance team.
- **Introduced a "Holiday Working Form"**, resulting in **energy and cost savings**.
- **Created detailed consumable reports**, optimizing resource allocation and reducing waste **by 5%**
- **Certified Internal Auditor by Bureau Veritas**, ensuring compliance with quality and safety standards.

Saipem India Projects Pvt Ltd.

Sr. Executive – General Services, May 2012 to March 2022

One of the global leaders in drilling services, as well as in the engineering, procurement, construction, and installation of pipelines and complex projects, onshore and offshore, in the oil & gas market. Which has a presence in 66 countries and around 39530 employees and the Chennai facility has more than 1900+ employees.

### **Job Responsibilities:**

- Managed day-to-day Administration & Facilities of 0.15 Mn Sq.Ft office space by managing a team of 2 subordinates
- Part of a team for new office discussion and decision-making and Project Management
- Managed the successful relocation of office operations from the former location to a new facility.
- Coordinated the reinstatement of the former office space, ensuring compliance with lease-end requirements and restoration to original condition.
- Implemented Office Space Management within the workspace by creating and re-organizing the office space according to project requirements for maximum utilization
- Conducting renovation and remodeling projects within the facility
- Security Management - supervising and keeping the upkeep of the daily, weekly, and monthly records.
- Vendor Management - negotiating and selecting vendors according to the requirements.
- Planned and executed corporate events, Leadership events, ensuring smooth logistics, coordination, and successful engagement.

- Managed office maintenance operations, ensuring timely inspections, routine maintenance, and functionality of all office equipment
- Managed the renewal process for Annual Maintenance Contracts and ensured accurate documentation for audit readiness and compliance
- Oversaw scheduling and execution of routine pest control to maintain hygiene and compliance standards
- Monitored and processed all invoices as per designated billing periods using SAP – Material Management, ensuring timely and accurate financial handling.
- Maintenance & supervision of company-owned vehicles & rented vehicles.
- Oversaw lease administration and coordinated regular maintenance activities for company guest houses to ensure operational readiness
- Managed the organization and upkeep of the record room, ensuring accurate documentation and secure storage of records from multiple departments.
- Ensuring all the security systems are properly functioning on time and arranging training on Evacuation, First Aid, and Communication.
- In-charge of stationeries (Procurement, distribution & MIS)
- Constant coordination with the building management/maintenance personnel on safety aspects in and around the building
- Oversaw meeting room scheduling and ensured efficient key distribution and tracking to maintain secure and organized facility access
- Oversaw preparation and execution of ISO 9001 (Quality), 14001 (Environmental), and 45001 (Occupational Health & Safety) audits, ensuring compliance and continuous improvement
- FOREX management - obtaining with available best rates in the market.

### **Achievements**

- Software Implementation with the help of the IT team for Seating Arrangements
- Revamped the stationery software which was not supported and updated the same.
- **Introduced a "Holiday Working Form"**, resulting in **energy and cost savings in lunch**
- Software implementation for preventive maintenance of equipment in the office.

The Times of India Pvt Ltd, Chennai

Executive - Admin Feb 2011 to April 2012

The Times of India (TOI) is an Indian English-language daily newspaper. It is the third-largest newspaper in India by circulation and largest selling English-language daily in the world according to the Audit Bureau of Circulations (India). It is the oldest English-language newspaper in India still in circulation, with its first edition published in 1838. It is owned and published by Bennett, Coleman & Co. Ltd.

### **Job Responsibilities:**

- Checking the bills & Vouchers of reporters and editors
- Issuing Stationary and ordering the same
- Coordinating with HR for fixing up interviews with the editor-in-chief.
- Controlling securities
- Coordinating the night drops for the reporters and designers
- Booking Cabs for news assignments
- Vendor Management
- Coordinating for the night dinner
- Solving employee queries with the HR
- Coordinating with head office for the travel bills
- Checking the stories and photos of reporters of various regions

## BBC Foundation Pvt Ltd(formerly), Chennai

### Senior Executive – Administration, April 2010 to Feb 2011

Established in 1986, BBCL is Chennai's trusted developer running in three segments of residential development such as Premium/Luxury/Ultra Luxury. Currently, the company has over 2 million sq. ft. of residential spaces in various locations

#### **Job Responsibilities:**

- Vendor Management - negotiating and selecting vendors according to the requirements.
- Stationary - procuring and issuing the same for various sites.
- Checking the bills & Vouchers
- Maintaining (Insurance, Service Registration) Company Vehicles
- Ticket Bookings & Car Bookings
- Controlling securities in various sites and housekeeping
- Fixing up interviews
- Petty cash - issuing and settling the bills with accounts.
- Maintaining Phone database

## Ford Business Service Centre Pvt Ltd, Chennai

### Executive – Administration, April 2007 to April 2010

Ford Business Service Centre Pvt Ltd was founded in 1998, it is a 100% subsidy of Ford Motor Company. The company's line of business includes providing accounting, bookkeeping, and related auditing services.

#### **Job Responsibilities:**

- Employee uniforms - issuing and updating the uniforms of employees.
- Sodexo Meal pass - issuance of meal passes to the employees.
- Canteen - supervising and checking the quality of food.
- Securities and housekeeping -supervising the up clean of the building and vigilance of security in the night shift.
- Transportation - organizing cabs for pick up and drop for the employees on night & day shift.
- Stationary— procuring, issuing, and updating the same.
- Checking the bills & Vouchers
- Maintaining (Insurance, Service Registration) Company Vehicles
- Vendor Management
- Coordinating with safety officer for the safe exit of employees during emergency and periodical checks
- Issuing ID cards, Insurance Cards, appointment letters
- Fixing interviews with the managers
- Clearing of Employee Queries
- Cab Bookings.

## Crux Management Services Pvt Ltd, Chennai

### Executive – Administration, June 2006 to April 2007

Crux Management Services (P) Ltd is an ISO 9001-certified company providing services to Consulting, BPO Solutions, HR Solutions, Learning Solutions, Assessment, and Leadership Development Organizations in India.

#### **Job Responsibilities:**

- PF & ESI— updating and sending the forms to the head office of the employees.
- Employee queries - solving the employee queries of various sites.

- Issuing Appointment letters, Relieving Letters & ID Cards
- Pre & Post Recruitment Process
- Taking Interviews and shortlisting candidates
- Taking care of transport
- Fixing interviews with the clients
- Vendor management
- Checking bills and vouchers

### **KEY SKILLS AND COMPETENCIES:**

SAP & Oracle Expertise  
 Project Management & Office Space Planning  
 Multi-tasking & Deadline Management  
 Team Leadership & People Management  
 Budget Preparation & Cost Control  
 Vendor Management & Negotiation  
 Housekeeping & Maintenance Supervision  
 Security & Safety Management  
 Internal Auditing

### **Education:**

**Bachelor's degree in commerce** from Loyola College

**MBA-HRM** in Loyola College (twinning program)

### **Personal profile**

Date of Birth	:	15-06-1984
Permanent Address	:	27 Thiruveethi Amman Koil Street, G/A Dev Apartment, Dr. Seethapathy Nagar, Velachery, Chennai 600 042.
Marital Status	:	Married.
Language known	:	English, Tamil, Malayalam, Telugu & Hindi.

**Ashwin Joseph K**

**Date:**