

# Cover Letter

Greetings of the day.

My name is Aubhi Home.

In my current role I am - **Manager of Facilities, Security, Environmental Control, and Fire Safety Management at WingsOverAsia Pte Ltd, a distinguished FBO full-service ISBAH Stage 3 operator based in Singapore.**

I have successfully overseen the **integrated facilities, sustainability, project admin, security and operations management of diverse properties.**

This includes **4 Marriott franchise hotels, a Singapore based international school, and a collection of semi-detached houses, whereby also covering aspects such as capital and operational expenditure, fire safety, and environmental control.**

Holding licenses as an **Environmental Control Officer, Fire Safety Manager, and Water Efficiency Manager**, I've implemented cost-saving measures, facilities maintenance, security control and led pre-opening task force teams.

**My commitment to sustainability** is evident in championing initiatives to reduce carbon footprints through **energy-efficient practices, waste reduction, and water conservation.**

Throughout my career, I have consistently fostered positive work cultures, demonstrating a track record in problem-solving, employee training, and team-building.

Sincerely,  
Aubhi Home





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aubhihome@gmail.com  
Singapore

#### PROFESSIONALLY CERTIFIED-



**FIRE SAFETY MANAGER (SCDF),**



**WATER EFFICIENCY MANAGER (PUB),**



**ENVIRONMENTAL CONTROL COORDINATOR (NEA)**



**ENVIRONMENTAL CONTROL OFFICER (SCS) (NEA)**

#### ❖ EDUCATION-



**SINGAPORE POLYTECHNIC PROFESSIONAL CERT.- WATER EFFICIENCY MANAGER 2021**



**BUILDING AND CONSTRUCTION AUTHORITY PROFESSIONAL CERT. - FIRE SAFETY MANAGER (SCDF) 2021**



**ST. XAVIER'S COLLEGE- BACHELOR'S DEGREE- BACHELOR OF ARTS –ENGLISH (2010)**



**INDO GERMAN TRAINING CENTRE- POST GRADUATE**

## AUBHI HOME

### PROFESSIONAL SUMMARY

Adaptable professional with more than 12 years working experience in a diverse and multi-cultural corporate environment.

- ✓ Registered and Certified – **Fire Safety Manager – SCDF**
- ✓ Registered and Certified- **Environmental Control Officer(SCS)- NEA**
- ✓ Registered and Certified – **Environmental Control Coordinator – NEA**
- ✓ Certified- **Water Efficiency Manager - PUB**

### RESIDENCY-



**LTVP PLUS(+)** (issued by the ICA)- SPOUSE OF SINGAPORE CITIZEN.



**PLOC HOLDER** (issued by the MOM)

### PROFESSIONAL EXPERIENCE

**Manager- Facilities, Security, Fire Safety Manager, Environment Control WINGS OVER ASIA PTE LTD; SINGAPORE**



**May 2023 – Present**

- Spearheaded comprehensive energy-saving initiatives and collaborated with service providers, **resulting in a substantial S\$17,200 reduction in utilities expenditure.**
- Ensured fire safety compliance across diverse spaces, including offices, restaurant, and airplane hangar, showcasing expertise in intricate safety management with a **sustainable focus.**
- Implemented and meticulously maintained the **Environmental Sanitation Plan**, demonstrating a keen eye for detail in fostering a clean and **sustainably safe working environment.**
- **Successfully resolved intricate issues** related to fire safety certifications, building structures, ERP systems, and operational protocols, highlighting robust problem-solving abilities with an emphasis on sustainability.
- **Managed the timely renewal of crucial licenses, including SCDF Fire Certificate, EMA electrical license, SFA Food restaurant license, and PUB water tank certification,** showcasing commitment to regulatory compliance and sustainable practices as a Building Fire Safety Manager and Environmental Control Coordinator.
- **Played a pivotal role in the successful ISBAH STAGE 3 audit, diligently documenting compliance in Fire Safety, ERP, Occupational Health and Safety (OHS), and Environmental Control,** further underscoring dedication to sustainable and holistic operational standards.

**GSE and Company Vehicles Carbon footprint management measures:**

- **Driver Training:** Conduct training programs to educate drivers on fuel-efficient driving techniques, such as avoiding rapid acceleration and deceleration.
- **Regular Maintenance:** Ensure that vehicles are properly maintained, including regular engine tune-ups and tire maintenance, to optimize fuel efficiency.



CERTIFICATE IN BUSINESS  
ADMINISTRATION(2014)



NARSEE MONJEE INSTITUTE  
OF MANAGEMENT STUDIES-  
POST GRADUATE DIPLOMA -  
H.R.M. (2020)

- ❖ LANGUAGES-
- ✓ NATIVE- ENGLISH, BENGALI,  
HINDI
- ✓ CONVERSATIONAL-  
JAPANESE, MANDARIN  
CHINESE.

**Manager- Facilities, Project Administration and Tenancy Management**



**THE GARCHA GROUP; SINGAPORE**

**July 2022 – May 2023**

- **Spearheaded the integration of sustainable energy practices, realizing a substantial S\$15,200 reduction in utilities costs.**
- **Pioneered the Task Force Team for The Serangoon House, a Marriott franchise property. Ensured compliance with Fire Life Safety (FLS) and Mechanical, Electrical, and Plumbing (MEP) standards, contributing to an environmentally conscious hotel opening.**

**License Renewals:**

- **Orchestrated the renewal of licenses, including SPF Liquor License, Public Entertainment License, Arms License, NEA Aquatic Facilities License, Hotel Licensing Board Registration of Business Owner, SCDF Fire Certificate, EMA Electrical License, and PUB Water Tank certification.**

**Tenancy Management:**

- **Managed the tenancy of 40 fully occupied private semidetached houses in the Green Collection, employing sustainable practices. Prepared Expense Ageing Reports, handled DLP start-stop notifications, managed invoice verification reports, and tracked rental and ad hoc repair charges.**
- **Enforced Tenancy Agreements, corresponded with tenants via email, and supervised the technician team for repair work. Engaged external contractors for sustainable structural repairs and reviewed vendor contracts, agreements, and insurance policies with a commitment to environmentally responsible practices.**

**Project Administration:**

- **Oversaw project administration tasks, including tracking progress claims from sub-contractors. Ensured payment control by reviewing progress claims reports, inspecting sites with QC/QS consultants, and obtaining management authorization for payments while emphasizing.**
- **Verified workers' attendance time cards from a sustainability perspective, enforced the proper use of Personal Protective Equipment (PPE), and directed sub-con site supervisors to enforce safety measures and conduct toolbox meetings with an environmental focus.**

**Additional Skills and Responsibilities:**

- **Collaborated effectively with Marriott Global FLS Director and Projects team, showcasing strong interpersonal and coordination skills with a steadfast commitment to sustainability.**
- **Demonstrated a proactive approach in managing vendor contracts and agreements, ensuring timely renewals, and implementing cost-effective, sustainable solutions for the organization's long-term environmental goals.**

**Operations Executive, Global Indian International School, Singapore  
(December 2020 - May 2022)**



- **Led administrative functions, including budget management, procurement, and vendor relations.**
- **Implemented security protocols, ensuring compliance with safety regulations and conducting risk assessments.**
- **Oversaw facilities management, including maintenance, repairs, and space optimization.**
- **Developed and enforced fire safety procedures and emergency response plans.**



- Collaborated with cross-functional teams to ensure a safe and conducive learning environment.
- Streamlined operations through process improvements and technology integration.
- **Conducted investigations and incident management** related to security breaches and student misconduct.
- **Organized and executed team-building events** to foster staff morale and cohesion.



**Office Administration**  
**ISOTEAM GROUP; SINGAPORE**  
**(July 2019- August 2020)**

- **Managed and ensured continuous functioning** and maintenance of all building equipment and facilities at the Corporate Headquarters of ISOTEAM LTD.
- **Provided management support** to migrant workers, acting as a translator/interpreter for written and verbal instructions from English to Bengali/Hindi.
- **Ensured compliance with statutory regulations**, including PUB standards, EMA Electrical License renewal, and SCDF Fire Certificate renewal.
- **Handled various administrative tasks** such as application for site telephone lines (Singtel), proofreading and printing of business cards, filing of project documents, application and termination of Shell fuel cards, and ordering and inventory management of pantry items and office stationery.
- **Implemented proper storage practices for office supplies** in compliance with fire safety standards



**Assistant Security Manager**  
**TATA STEEL LTD, India**  
**(June 2018 to April 2019)**

- Trained 80 security supervisors in established emergency procedures, security, counter terror activities and implemented accident and fire prevention procedures.
- Collective Bargaining and grievance handling of the department supervisors and associates along with union members
- Assisted HOD in 08 grievance handling cases.
- Successfully solved 08 security cases pertaining to - document forgery, pilferage, forced intrusion, workplace aggressions.
- • Oversee Department administrative responsibilities such as inventory control and vendor management.



**Assistant Loss Prevention Manager**  
**JW MARRIOTT, India**  
**(October 2016 to May 2018)**

- Pre-opening and Start up team member of JW Marriot Hotel, Kolkata.
- Recruitment of 6 executives, 20 associates, 45 contract guards along with HR director.
- Performance appraisals, rostering, grievance handling of the LP department associates and executives.
- Successfully resolved over 25 customer issues, 14 cases of theft and 6 forced intrusion incidents.
- Developed, enforced and revised the Business Continuity Management Plan of the hotel.



### **Security Executive**

**TAJ HOTELS AND RESORTS, India**

**(December 2014 to October 2016) & (May 2010 to May 2012)**

- Supervised and trained company and contract guards leading to development of operational and soft skills, to inculcate improved standards of service delivery.
  - Performance appraisals, rostering, grievance handling of the security department associates.
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