



AUBHI HOME

Expert Professional- Facilities, Security, Fire Safety Manager, Environment Control, Sustainability (Building and Business)

CONTACTS

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ADDRESS

Singapore, Singapore, Singapore

EDUCATION

2024

ADVANCE CERTIFICATE IN SUSTAINABILITY AND SUSTAINABLE BUSINESS

Singapore Management University, Singapore

ABOUT ME

Results-oriented sustainability professional with a proven track record in driving strategic initiatives and achieving measurable outcomes.

With an Advanced Certification in Sustainability and Sustainable Business from Singapore Management University, coupled with over 13 years of experience in facilities management, business sustainability development, and stakeholder engagement, I possess a deep understanding of sustainability frameworks and best practices.

My expertise in GRI, GRESB, and TCFD standards, along with certifications in Fire Safety, Environmental Control, and Water Efficiency, equips me to effectively address complex sustainability challenges.

I am seeking a leadership role where I can leverage my ability to:

- Develop and execute strategic sustainability initiatives: Collaborate with executive leadership to define, launch, and drive impactful projects.
- Build consensus and drive stakeholder alignment: Foster collaboration among cross-functional teams to achieve shared objectives.
- Analyze complex data and deliver actionable insights: Utilize data-driven approaches to inform decision-making and identify opportunities for improvement.
- Uphold ethical standards and promote sustainability: Adhere to industry best practices and contribute to a more sustainable future.

I am confident in my ability to contribute significantly to a forward-thinking organization that values sustainability and innovation.

WORK EXPERIENCE

Singapore

MANAGER- FACILITIES, SUSTAINABILITY, SECURITY, FIRE SAFETY MANAGER, ENVIRONMENT CONTROL

WINGS OVER ASIA PTE LTD

May 2023 - Present

Energy and Water Conservation aligning with GRI Standard

303: Energy and GRI Standard 305: Water.: Successfully implemented energy and water conservation measures, resulting in an annual cost reduction of S\$172,000.

Carbon Footprint Reduction aligning with GRI Standard 302:

Materials and GRI Standard 306: Emissions: Reduced the carbon footprint of ground support equipment and company vehicles through a fuel-efficiency program, including driver training and maintenance.

Stakeholder Engagement and Compliance:

Maintained 100% fire safety, workplace hygiene and food safety compliance across facilities and secured timely renewals of essential licenses (SCDF Fire Certificate, EMA electrical license, SFA Food license).

2021

**PROFESSIONAL CERT.
-WATER EFFICIENCY
MANAGER,
ENVIRONMENTAL
CONTROL
COORDINATOR,
ENVIRONMENTAL
CONTROL OFFICER
(SCS)**

*Singapore
Polytechnic,
Singapore*

2021

**PROFESSIONAL CERT.
FIRE SAFETY
MANAGER, 2021**

*The Building and
Construction Authority
Academy, Singapore*

2010

BACHELOR'S DEGREE

*St. Xavier's College
Bachelor of Arts-English*

2014

**POST GRADUATE
CERTIFICATE IN
BUSINESS
ADMINISTRATION**




*Indo German Training
Centre*

2020

**POST GRADUATE
DIPLOMA**

*Narsee Monjee Institute of
Management Studies*

SKILLS

- Sustainability 
- Fire Safety Management 
- Environmental Control 

Building Project Leadership: Successfully led A&A and R&R building projects- utilising energy efficient lighting, water efficient sanitary ware -ensuring compliance management and staying within budget.

Environment Control and Sustainability (GRI Standard 305: Water): Implemented an Environment Sanitation and Management Plan to ensure building facilities comply with sustainable development goals related to clean water and sanitation.

**MANAGER- FACILITIES, PROJECT
ADMINISTRATION AND TENANCY
MANAGEMENT**

 Singapore

*THE GARCHA GROUP
Jul 2022 - May 2023*

Sustainable Hotel Development: Established and led a Task Force Team to ensure adherence to FLS and MEP standards for a sustainable hotel launch, aligning with GRESB's criteria for environmental performance and governance.

Eco-Friendly Residential Management: Managed the occupancy of 40 high-end semi-detached houses, incorporating eco-friendly practices and maintaining clear communication with tenants. - a commitment to sustainable living and stakeholder engagement.

Cost Reduction and Financial Management: Achieved annual savings of S\$152,000 through sustainable energy initiatives, aligning with GRI Standard 303: Energy. Additionally, reduced overdue payments by 20% through effective tracking and collection efforts, demonstrating strong financial management.

Regulatory Compliance: Orchestrated the renewal of essential 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 - compliance with industry regulations and demonstrates a commitment to safety and environmental standards.

Construction Project Administration: Oversaw project administration tasks for 2 new buildings, including tracking progress claims from sub-contractors and ensuring payment control. Pushed for contractors to use eco-friendly material, energy efficient lighting, water efficient sanitary ware.

OPERATIONS EXECUTIVE

 Singapore

*Global Indian International School, Singapore
Dec 2020 - May 2022*

- Water Efficiency Management
- Facilities Management
- Security Protocols
- Project Administration
- Tenancy Management
- Budget Management
- Procurement
- Vendor Relations
- Space Optimization
- Emergency Response Plans
- Process Improvements
- Technology Integration
- Investigations
- Incident Management
- Team Building
- Administration
- Maintenance
- Security Procedures
- Risk Assessments
- Cash Flow Management
- Payment Control
- Coordination
- Progress Claims

- Spearheaded administrative operations: Managed fiscal oversight, strategic procurement, vendor relationships, and facilities oversight.
- Developed and implemented safety protocols: Formulated and instituted rigorous fire safety protocols and emergency action frameworks.
- Teamwork and communication: Fostered a collaborative atmosphere by working with interdisciplinary teams and orchestrated team-building initiatives.
- Proven ability to communicate effectively with diverse audiences, demonstrated through experience as a spokesperson for sustainability initiatives at youth events and educational institutions.

OFFICE ADMINISTRATION

📍 Singapore

ISOTEAM GROUP

Jul 2019 - Aug 2020
















- Expertly managed the operational integrity of building equipment and facilities at ISOTEAM LTD Corporate Headquarters, ensuring seamless functionality.
- Provided pivotal management support to migrant workers by serving as a bilingual translator/interpreter from English to Bengali/Hindi.
- Vigilantly maintained compliance with statutory regulations, including PUB standards, EMA Electrical License renewals, and SCDF Fire Certificate renewals.
- Executed a range of administrative duties, including coordination of site telephone services with Singtel, meticulous proofreading and printing of business cards, systematic filing of project documentation, and management of Shell fuel card accounts.
- Streamlined ordering and inventory control processes for pantry supplies and office stationery, ensuring efficient resource management.
- Championed best practices in storage management for office supplies, adhering to fire safety regulations.

ASSISTANT SECURITY MANAGER

TATA STEEL LTD

Jun 2018 - Apr 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

- Vendor Contracts 
- ESG 
- Insurance Policies 
- Cost-Effective Solutions 
- Long-Term Environmental Goals 
- Safety Regulations 
- Inventory Control 
- Recruitment 
- Performance Appraisals 
- Grievance Handling 
- Customer Issue Resolution 
- Sustainable Reporting 
- Business Continuity Management 
- Training 
- Green Buildings 

responsibilities such as inventory control and vendor management.

ASSISTANT LOSS PREVENTION MANAGER

JW MARRIOTT

Oct 2016 - 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

Dec 2014 - Oct 2016

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.

LANGUAGES

English



Hindi



Mandarin Chinese



Bengali



Japanese



PERSONAL DETAILS

NATIONALITY:

INDIA

VISA STATUS:

LTVP Plus - ICA issued. Fully authorized to work in Singapore

COURSES



FIRE SAFETY MANAGER

Singapore Civil Defense Force

May 2021 - Jun 2021

ENVIRONMENTAL CONTROL OFFICER(SCS)

NEA

Apr 2023 - Jul 2023

WATER EFFICIENCY MANAGER

Public Utilities Board

Aug 2021 - Sep 2021