



## Shiva Kumar Chitturi

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Mobile no: +91-8801831837

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Focused and resourceful Electrical Engineer with Nine plus years of experience. And I am looking forward for an opportunity to work in challenging environment demanding all my skills and efforts to contribute the development of organization and myself with impressive performance.

### PROFESSIONAL EXPERIENCE

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- Working as a Facility Manager in COMPASS INDIA SUPPORT SERVICES PVT LTD for UNITED STATES PHARMACOPEIA HYDERABAD from November 2021 TO till date.
- Worked as a Maintenance Engineer with EXCEAM INDIA BRANCH PVT LTD for OPPO R&D CENTER HYDERABAD from August 2019 to November 2021.
- Worked as an Electrical Site Engineer & Team leader in VARUN HOSPITALITY MANAGEMENT PRIVATE LIMITED from August-2017 to August -2019.
- Worked as an Electrical Shift engineer in VRVS INDIA PVT LTD for RAHEJA IT PARK Mind Space, Hi-tech city, Hyderabad for the period of September -2015 to August-2017.
- Worked as an Electrical Technician with ABSOTHEM FACILITY MANAGEMENT PVT LTD for RAHEJA IT PARK MINDSPACE from March- 2014 to August-2015.

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**COMPASS INDIA SUPPORT SERVICES PVT LTD**

**Facility Manager**

**November 2021-Till date**

- Over viewing and monitoring of Housekeeping, Security and Pantry operations.
- Handling administrative tasks, including shift scheduling, attendance tracking, and manpower management.
- Monitoring annual maintenance contracts (AMCs) and preventive maintenance (PPM) related to facility and utility systems.
- Coordinated MEP projects for facility improvements and upgrades Involved in MEP coordination to resolve service conflicts.
- Front office operations and Meeting rooms Management
- Validating the indents and coordinating with the procurement team for timely supplies
- Preparation of guideline (Transport, cafeteria etc.,)
- Coordinating with cross functional teams.
- Followed up with vendors on PPM and breakdown schedules.
- Issued work permits to external vendors, prepared gate passes, received engineering materials, and managed stores.
- Responsible for the efficient operation and maintenance of utility services, equipment, fixtures, and furnishings in the facility.
- Schedule staff training and evaluate and improve employee performance.
- Ensure the smooth running of routine operations in the Engineering department.
- Conduct thorough building inspections to ensure high-quality repair and maintenance, meeting set standards.
- Read technical reports and check daily reports to ensure the safe and normal operation of all equipment.
- Implement maintenance repairs and ensure an effective maintenance program.
- Schedule periodic work reports to improve the working efficiency of the Engineering department.
- Plan and implement multi-skills training for staff to enhance work efficiency and quality.

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- Over viewing and monitoring of office Maintenance in 5th floor office and ongoing Project work in 9th floor.
- Identifying service issues/snags by conducting physical rounds in the facility to ensure proper standards been followed by the service providers.
- Involved in the different stages of project planning like drawings, activity schedule, following up with design, coordinating site works with other vendors effectively to improve work productivity.
- Took major part in electrical CEIG inspections.
- Majorly taken the ownership for installation of the 400KVA UPS.
- Involved in MEP Coordination to resolve the services collision.
- Installation and Commissioning of MEP Services majorly participated in Electrical commissioning.
- Installation Commissioning of Power Panels.
- Air handling unites, electrical distribution systems Fire alarm systems.
- Developed procedures and processes for operations and maintenance of above equipment's and systems with an aim to enhance operational efficiencies.
- Involved in material management, tracking material utilization.
- Interacting with suppliers and vendors of equipment's and developing professional relationship with them to enrich work standards.
- Involved in external landscape works like cable laying, Earth pits.
- Involved in Fresh air ducting, FCU's installations and grill fixing work.
- Co-ordinated with Building team for the Project material in and out process.
- Developing and implementing plans & schedules for Maintenance Operations.
- Performing predictive / breakdown / preventive maintenance for reducing machinery downtime to minimum.
- Managing the procurement of mechanical & electrical equipment for HVAC, electric panels, UPS, etc.
- Periodically inspect the logbooks, checklists and PPM schedules for a better management of engineering systems.
- To review the Standard operating Procedure and Method of statement for carry out any maintenance work or preventive maintenance of equipment's.

- Preparing and Submitting the Monthly invoices to the clients.
- Facilitate project coordination among MEP services, civil, and architectural teams.
- Prepare and review minutes of various meetings related to MEP issues.
- Conduct equipment inspections to ensure compliance with quality and technical specifications before dispatch from workshops for various packages.
- Oversee all aspects of project delivery functions on a day-to-day basis, from initiation to handover.
- Manage the execution, installation, and commissioning of earthing substations, HT & LT panels, transformers, and other MEP packages in coordination with contractors and consultants. Ensure proper execution, installation, and testing of internal electrification.
- Supervise the implementation of low voltage systems such as fire alarm systems.
- Initiate the planning of MEP works and monitor progress against schedules, promptly notifying the project team, client, and vendors in case of any delays or disruptions.
- Ensure compliance with specifications and oversee installations based on shop drawings. Oversee the execution, installation, testing, and commissioning of high-side equipment for various packages.
- Ensure proper site execution according to approved schedules, maintained quality control, conducted risk assessments, and monitoring budgets for awarded packages.
- Coordinate and ensure proper alignment of all MEP works.

- Administrative works like shift schedule, attendance And Manpower Management.
- Following the safety rules as per company guidelines.
- Operation & Maintenance of DG sets.
- Operation & Maintenance of Transformers.
- Operation & Maintenance of UPS System.
- Operation & Maintenance of HVAC system, Water cooled chillers and up to Air cooled chillers.
- Operation & Maintenance of induction motors by motor starters and controlling of variable frequency drives.
- Operation & Maintenance of Electrical systems, various types and capacities of Transformers, H.T&L. T, DBs, APFC panels, various types of circuit breakers.
- Operation & Maintenance of HVAC system Chillers, Cooling towers, AHUs, FCUs, various Types of split a/c's, CSU's and VRF systems.
- Cable laying, Gladding, Termination and Project monitoring.
- DG to EB & EB to DB change over whenever power fails.
- Operation & Maintenance of Fire Alarm System and Public addressing system.
- Follow up with vendor schedule PPM's and Break down Works, etc.
- Issuing work permits to external vendors, gate pass preparation, Eng. material receiving and stores management
- Preparing of Check List, History card, PPM Schedule & Snag List and reports.

#### **CERTIFICATIONS**

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- Certified with 33kV Electricity Utilization License from Telangana State Electrical Licensing Board. CC.NO: T3- 3217.

#### **EDUCATIONAL QUALIFICATIONS**

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- B-tech in Electrical and Electronics Engineering from JNTUK University.
- Diploma in Electrical and Electronics Engineering from Govt. polytechnic college, Jhansi-2013
- SSC from Lutheran Aided high School Rajahmundry-2010

#### **AWARDS and RECOGNITION.**

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- Received Special award from OPPO R& D Center Hyderabad, January -2020
- Received Best employee of the year from EXCEAM INDIA BRANCH PVT LTD -2020

#### **Personal Details**

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- Name : Chitturi Shivakumar
- Father's name : Ch. Venkat Satyanarayana
- D.O. B : 09.08.1995
- Marital Status : Unmarried
- Nationality : Indian
- Languages : English, Hindi and Telugu.
- Hobbies : playing videogames and cricket
- Passport no : M7739137