

SWAMINATHAN.R B. Com | M.F.C (Equivalent to MBA) –HEAD (Facilities & Administration)

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Professional Summary

- Having served with a reputed organization, to locate a satisfying and challenging career in the areas of Administration, Strategic operations/ Business planning, Facilities & Crisis management.
- Skilled negotiator with strong Administrative, monetary management, sales, and marketing background.
- Overall experience 25+ years.
- Languages Known: English, Hindi, Malayalam, and Tamil
- Seeking a challenge where I can utilize my skills/experience to contribute to the success of the company.

Areas of Expertise

- Strong Knowledge in Administration & Facility Management.
- People Manager with Soft Skills Management.
- Vendor Management & Extensive knowledge of SEEPZ formalities & Guidelines.
- Inventory management/Insurance Management.
- Asset Management/ISO /ISMS/EMS compliance.
- Competent Art of Being a Leader .
- Infrastructure Management & New branch setup/ Co - working space Specialization.
- Procurement and Logistics Management.
- Project Management/Digitalization Management.

PROFESSIONAL/WORK EXPERIENCE

TRIGYN TECHNOLOGIES Limited, Mumbai, India (2010 –Present)

Key Responsibilities: (Head – Facilities and Administration)

Vendor Management / Inventory Management

- Managing the vendor development in respect of the purchase and maintenance of office equipment and supply.
- Managing all administering contract services relating to the operation and maintenance of the premises including security, parking, engineering, etc.
- Evaluating and comparing different vendors for cost effectiveness with inviting of minimum 3 quotes for each purchase.
- Ensure timely processing of all bills, make entry on receipt of bills, Verification of bill and process the bill to Accounts for payment advice,
- Extensive knowledge of SEEPZ formalities as per Govt norms.
- Planning and coordinating for procurement of materials.
- Identifying and developing a reliable vendor base for cost effective sourcing of the same.
- Managing inventory for procurement, service entries and bill checking, Data management etc.,
- Well versed in following ISO/ISMS/EMS norms & Procedures for ISO quality audit Certified.
- Ensure timely processing of all insurance renewals includes Asset/Fire, CGL, GPA, GMC, D&O, GTL, Travel and vehicle / IBU, All risk & Smart city projects etc.,
- Created vendor evaluation form for selection of vendor with the various parameters.
- Emergency purchase policy is created & successfully implemented.
- Initiated the process of creating the Vendor database with various purchase options.
- Preferred vendor list is created for repetitive purchase with more discount & credit period.
- The monthly expenses sheet is created for spent analysis & finance planning.

Facilities & Maintenance Management

- Implementing plans to manage facilities as per organizational need & Parameters.
- Supervising maintenance of enormous sized facilities including units' capacity of 6000 Sq. ft area, site offices, etc.
- Managing allocation of space/ asset and ensuring contracts for execution of servicing works as per budgeted parameters.
- Responsible for all Assets insurance, like company vehicles, Office Equipment.etc.,
- Arranging for all necessary inspections, approvals, and licenses.
- Ensuring proper housekeeping, security services, Canteen services and maintenance of the facility.
- Managing effective delivery of services including housekeeping, Hygiene Management, Security, Cafeteria, Office Equipment, Company Vehicles, Visitor Pass & Car parking etc. to enable smooth day-to-day operations.
- Handling Access System Control & Telephone EPABX & VOIP Systems & IP phones.
- Managing the Electricity maintenance, D.G. Maintenance, Electricity Control Panel, Air conditioners, U.P.S. other Electrical Gadgets etc.
- Managing to Set up and/or renew maintenance contracts for the service of all office equipment and systems on a timely basis. Keep an up-to-date logbook for these service/maintenance contracts as well as guarantees for such equipment and systems.
- Key resource involved in opening new office setup/Co working and sharing space setup across the states.
- Attended the Training on COVID 19 guidelines & Prevention controls laid by the Central government.
- Upgraded with the latest system knowledge for efficient management of systems to avoid breakdowns.
- Introduced bridge call facility & Poly com facility for conference calling with more participants in cost effective way.

Security Management

- Authorizing and practicing without any kind of compromise in all surveillance activities Ex: CCTV
- Strictly dealing with safety and violence under measures system ISO 9001:2008 & ISO 27001:2005.
- Organizing training programs and validating employees undertaking it.
- Selection of ERT members & Fire warden for Emergency evacuations.
- Handling authorization for assets movement. Steering smooth dispatch and receipt and keeping track of returnable and non- returnable & damaged materials.
- Ensuring rigid control of identification of systems. Looking out for fires or hazards within the company premises.
- Created do's & do not list in various languages for easy understanding of visitors.
- Visitor safety checklist, Gate pass & vehicle pass labels are created & followed.
- Maintained the database of visitors from a security point of view.
- Created presentation for first time visitors protocol to be followed at the time of Fire & other disasters.
- Trained usage of Fire alarm & Fire extinguisher to the team.
- Fire evacuation drill & first aid training is provided to ERT members as per the ISO Standard Manual
- Functioned as a Fire Coordinator for SEEPZ units.

Travel & Immigration Management

- Responsible of all Hotel & conference room booking & all airlines ticket booking (International & Domestic)
- Explored assorted options for comfort travel & stay.
- Responsible for cab booking for our Company Guest & Company Director's.
- Responsible for the Handle the company driver logbooks.
- Responsible for travel & Visa Policy & Yellow fever vaccination etc.,
- Tie up with OLA /Meru cabs & Uber for employee local travels.
- Tie up restaurants and hotels for discounted rates for regular usage.

Personnel Administration/Staff Welfare

- Maintain the attendance details for all employees to identify LWP deduction & completing necessary Insurance & medical cover formalities.
- Overseeing the Cafeteria of 3000 Sq. Feet area.
- Overseeing the Employee Benefit scheme like as G.M.C./ G.P. A. & G.T.L Insurance Policies.
- Conducted Events & Company sponsored Picnic and other staff welfare activities assigned by the top management.
- Conducted & organized the Client Meetings and Visits, MRM, Annual General Meeting, Conferences. Also Responsible for Half Yearly & yearly events in the organization.

Team Management

- Motivating & guiding the experienced professionals who handle management facilities and general administration of the company.
- Function as a leader to oversee the team activities by goal setting on KRA's and evaluate continuously by monitor their work performance without any gaps to achieve the desired goal, and mentor them to be successful in their roles and responsibilities to progress in their growth path.
- Implement continuous improvement programs and process in all the support function groups to improve the performance of individuals and reduce costs wherever possible. By using this strategy saved around Rs. 50 lakhs in rentals and utilities for the organization.
- Arranged Motivation speeches & Stress releasing techniques like yoga & other training to keep the well being of the team members & reduced frequent absenteeism among the team members to increase productivity.
- Conduct team building activities & family get together arranged for better understanding about the organization.
- Managing the admin SPOC of various locations
- Presently overseeing the team size of 20 to 25 including office assistant & supporting staffs in pan India presence. The team size gradually increased from 10 to 25 people in my tenure.
- Followed the principle of go- getter for the tasks assigned to the team & coordinated with various functional heads for initiatives in improving the process & workflow.
- Conducted the Daily, Weekly, Monthly review meetings with various levels for the updates of the task assigned.
- Created various check lists & controls to department for cost optimization & utilization with cost cutting measures to increase profitability.
- Processing of Cash vouchers of Team members & Petty Cash management for effective utilization of Funds

Liaisons Management

- Consulting with necessary bodies for stationery requirement like as compliance for Environment, Health & Safety with SEEPZ Norms (As per The Factory acts. & Shop & Establishment acts.).
- Liaison with the medical inspectors and Doctors of the company, interacting with the Govt. Authorities and advocates, consultants etc.,
- Interacting with landlord for Lease agreement & his rent payments.
- Responsible for all the related matter to the Company Labor Laws (E.S.I., P.F., and Factory Law & SEEPZ norms of central Government).
- Placed the contract labors as per the departmental requirements.
- Also responsible for Documentation, Payment follows up & other important administrative activities related to United Nations (UN).
- Played a Key Role in arranging AGM/Board Meetings & Share Holder & Promotor Lesioning, Auditors coordination etc.,

Budget Management & Digitalization Management

- Drafted a budget & Forecasting for various admin. Activities.
- Drafted the diverse types of exp. & Cost-effective reports to top Management.
- Attended Management Review Meeting on behalf of the dept & presenting various achievements & Cost control measures with plan for next step of action to top Management by presenting PPT slides.
- Created the template with abstracts appreciated & followed by other departments on recommendation of Top Management.
- Played a Key instrument in Digitalization of department Manual data into automated data for storing into processes oriented efficient productive and profitable end user Data.

Guest House Management

- Knowledge to maintain the company Guest houses (In Multi locations) which assign to the united nation top officials, Company senior of staffs or for company guest.
- Knowledge of hiring company guest houses.
- Maintained Guest house occupational status report, Asset & inventory & various reports for smooth functioning.

MIS Management

- Prepared the Daily, Weekly, Monthly & Yearly Management Reports related to Top management like General work data Reports, Admin. Exp's, Guest house arrangements for top officials, Various purchases related, admin Inventory & United nation (UN) related activities movement reports etc.,

Statutory Compliances

- Payment of electricity, telephone, Data Cards, Internet Bills, VOIP bills, Employment Verification Invoices etc.,
- United Nations Invoice Dispatch & Payment Follow ups & solving of UN Employees Queries related to the organization.
- Streamlining of various activities of revenue centre to increase the profitability of the organization.
- Payment of deposits with respect to power upgrades, provision of Transformers etc.,
- Payment of rent and security deposits for various projects.
- Payment of municipal, property taxes, water tax and maintenance charges etc.,

KIRTILAL KALIDAS GROUP OF COMPANIES, INDIA (1999 - 2010)

Business Analyst Cum Business Development Manager

Key Responsibilities

- Designing, Installing, and maintaining various accounting and internal control systems.
- Intercompany Reconciliation's.
- Analysis and interpretation of financial statements using ratios.
- Co-ordinate with Auditors to complete the audit.
- Preparation of monthly MIS reports to Top Management.
- Preparation of annual budgets forecasts and business plans in consultation with functional heads.
- New project evaluation.
- In addition to the above preparation of various analysis and projections as per the requirement of the top management.
- Inventory Model.
- Break- Even analysis and charting for presentations.
- Model for make (or) buy, purchase (or) lease type of decisions.
- Training and grooming a team of more than 10 (full time) "Marketing Executives" and guiding them in selling our branded Jewellery products.

- Was given the responsibility to play a lead role under the Project Champion in the Strategy Re Engineering process of the company.
- And thereby was actively involved in a nationwide Market research Process.
- This culminated in the BUSINESS PLAN formulation of the company.

Dimexon Diamonds Ltd

Key Accomplishments

- Joined as a Management Trainee in the year 1999.
- Successfully headed as “Business Development manager” for the sales and distribution team for south India for the first successful Diamond brand in the country “Nakshatra Diamond Jewellery” from 2001 to 2004
- Entrusted with the responsibility of heading the Marketing, sales, and distribution for south India for Contemporary brand Of Diamond Trading Corporation (DTC) “Asmi Diamond Jewellery” in 2003.
- Wide travel exposures and retail entrepreneur contacts were instrumental in understanding the nuances and expectations of the trade at the micro and the macro levels.

Key Responsibilities

- Sales and Marketing development of brand Nakshatra and Asmi at the B2B level.
- Devising Retail friendly Sales promotion programs at the B2 B level.
- Analyzed and monitored daily sales; generated & updated various sales and stock reports for the Head Office to enable informed decision making.
- Involved in Merchandise Decision Making and influenced design trends and product strategies for the brand.

Achievements

- ✓ Recommend for “Best Achiever Award” by Diamond Trading Corporation (DTC) for the excellent performance shown in “Growth and Awareness in Branded Jewellery Segment” for the region of Kerala State.
- ✓ During special promotions for various brands, I had developed two special concepts called “Value added displays” and “Variable Incentive Schemes” and implemented them successfully in my areas. These concepts, besides enhancing brand saliency, also contributed to better value for cost and healthy retailer relationships.
- ✓ Designate as Fire coordinator & First aid trainer for SEEPZ units.
- ✓ Created the app group for SEEPZ units & functioned as coordinator between SEEPZ development commissioner & Units in solving the teething issues.

EDUCATIONAL QUALIFICATION

- ✓ Completed course in Master of Finance & Control (M.F.C) (Regular stream) from Bharathiar University, Coimbatore with specialization in the areas of Marketing and Finance in (1996-1998 Batch). Recommended for Top rank in Bharathiar University with First Class this is Equivalent to MBA (Finance & Marketing).
- ✓ Graduated B.com., (Regular Stream) - T.S.A.College of Arts & Science,(Affiliated to Bharathiar University), Coimbatore - 10 in 1993-1996 Batch.