# 

**CURRICULAM VITAE**

**Email: gvenkatrao1982@gmail.com**

**G. VENKAT RAO Mobile: +91- 9912808509 , 8142491955\_\_\_\_\_\_\_\_\_**

**Career Objective**: Motivated and detail-oriented professional seeking a challenging position in Administration. Possessing excellent organizational and problem-solving skills, as well as a strong ability to multitask, I aim to contribute my expertise in streamlining operations and enhancing efficiency within a dynamic organization.

**EDUCATION**:

* Bachelor’s degree in computers from HITS.
* MBA from Osmania University.

**WORK EXPERIENCE:**

## Worked as Administration Manager with Microsoft Global Service Centre Pvt Ltd from August 2022 to June 2023.

* Supported the administrative team in day-to-day operations, including file management, and general office tasks.
* Assisted in organizing company events, including booking venues, coordinating logistics, and managing guest lists.
* Prepared reports and presentations using Microsoft Office Suite, ensuring accurate data representation
* Calendar management, Travel Arrangements, Administrative Support, Vendor Management
* Handled incoming and outgoing communication, routing calls and emails to the appropriate individuals.
* Collaborated with team members to streamline administrative processes, resulting in increased efficiency.
* Provided comprehensive administrative support to senior management, including scheduling appointments, managing calendars, and coordinating travel arrangements.
* Prepared and edited correspondence, reports, presentations, and other documents as required.
* Maintained accurate records and files, both electronic and physical, ensuring efficient retrieval and storage of information.
* Handled incoming and outgoing communication, including phone calls, emails, and mail, responding promptly
* Developed and implemented administrative policies, procedures, and systems to optimize efficiency and ensure compliance with organizational standards.
* Collaborated with department heads to identify and address administrative needs, streamlining processes
* Implemented technology solutions to automate administrative tasks, resulting in significant time and cost savings.
* Led recruitment and training initiatives for administrative staff, ensuring a skilled and motivated team.
* Fostered a positive work environment, promoting teamwork, professional development, and employee engagement.
* Managed office supplies and equipment, tracking inventory levels and placing orders when necessary.
* Assisted in organizing meetings, conferences, and events, including making arrangements for venues, catering, and audiovisual equipment.
* Collaborated with cross-functional teams to facilitate smooth operations and efficient communication.
* Implemented improved filing systems, resulting in increased efficiency and reduced retrieval time.
* Taking care of contracts for Goods and Services, Security, Facility Mgmt, AMCs, Cafeteria,
* Engaging with Hotels/Serviced Apartments for Quality, Comfort and Safety.

* Worked as **Administration Manager** with **Examity India online LLP** from October 2018 to July 2022
* Meeting arrangements, Travel Arrangement (Ticket Booking facilitation, vehicle arrangement &amp; Hotel booking, Internal follow-ups with all concerned stakeholders
* Management of the office infrastructure including ensuring routine maintenance, repairs, AMC renewals, insurances etc. to minimize disruption to work and minimize inconvenience.
* Oversaw all aspects of transportation operations, including fleet management, driver supervision, routing,scheduling.
* Calendar management, Travel Arrangements, Administrative Support, Vendor Management
* Supporting employees in their routine requirements and caring day-to-day daily activities
* Managing Security, Housekeeping, BMS, Cafeteria, Pest control, Washroom Hygiene &amp; other soft service.
* Meeting arrangement, flight tickets booking, Forex exchange, hotel accommodation for employees or clients.
* Transportation routing and safety audits, briefing attendance tracking, attend vendor staff briefing sessions, record the headcount and sign off. Escort for lady employees
* Induction for new joined employees, allocating workstations, providing laptops, transportation.
* Supporting -Ad hoc request for transportation, Emergency cab providing for employees.
* Induction for new joined employee, allocating workstation, providing laptops, transportation.
* Audits – Involved in Fire Safety, Risk Assessment, EHS audits. Ensured timely closure of observations identified.
* Meeting arrangement, flight tickets booking, Forex exchange, hotel accommodation for employees or clients.
* Monitoring rooms/rentals by ensuring that doors are locked, and lights are off when rooms are not in use.
* Inspecting buildings’ structures to determine the need for repairs or renovations.
* Liaise with stakeholders for arranging travel logistics including forex, visa formalities, travel documentation.
* Supported administrative operations by coordinating schedules, managing calendars, and organizing meetings etc
* Developed and maintained efficient filing systems, ensuring easy access to important documents and records.
* Assisted in budgeting and financial management activities, tracking expenses and processing invoices.
* Prepared and reviewed reports, presentations, and correspondence, ensuring accuracy and professionalism.
* Coordinated travel arrangements and logistics for executives and staff members.
* Handled confidential information with utmost discretion and maintained strict confidentiality.
* AMC schedules, renewals are followed, and approvals are taken from md.
* Interact and co-ordinate with client representatives. Overseeing the maintenance and control of facilities and admin
* Controlling activities like parking space allocation, waste disposal, building security etc.
* Plan and manage all aspects of Events in entire departments to meet client objectives.
* Establishing and developing working relationships with suppliers and contractors.
* Attendance tracking, attend vendor staff briefing sessions, record the headcount and sign off.
* Supervision, Monitoring and Control of Horticulture activities and Supervising MEP services
* Following monthly bills and cross checking and getting approval from md & send all bills to accounts team
* Handling all emergency situations while completing all required paperwork Contact supervisor when required
* Screening phone calls, enquires and requests and handling them when appropriate.
* Meeting and greeting visitors at all levels of seniority, organizing and maintaining diaries and making appointments.
* Worked as **Facility Management** with **Deloitte Consulting India Pvt Ltd** from September 2015 to September 2018.
* Managing Security, Housekeeping, BMS, Cafeteria, Pest control, Washroom Hygiene &amp; other soft service-related works
* Inventory is always maintained at site to meet any urgent requirements for normal defects and for PPM.
* Maintenance in server room /UPS room, Oversee BMS ; Electromechanical Services -Critical Equipment Operations &amp; Transformer, &amp; Water Pumps.
* Auditing, daily routine rounds on the floor to check proper upkeep of common areas.
* Maintaining that all the services provided by (i.e., Security, House Keeping, etc.) are running smoothly to the entire satisfaction of the client.
* Ensuring safety & security measures strictly adhered to by the team during execution of projects.
* Worked as **Administration Assistant** with **E.I. DuPont India Pvt Ltd** from January 2010 to August 2015.

**PERSONAL PROFILE**

**Name : G. Venkat Rao**

**Marital Status : Married**

**Gender : Male**

**Religion : Hindu**

**Nationality : Indian**

**Passport : P3388390**

**Languages : English, Hindi, and Telugu.**

**Hobbies : Playing football, cricket, volleyball & Listening music**

**Address : Hyderabad**

I hereby solemnly declare that all the statements made in the above personal Information is true and correct to the best of my knowledge and belief.

Place: Hyderabad

Date: (GVENKAT RAO)