# 

**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 July 2023.

* Maintain an organized and efficient office environment and develop and implement office procedures and policies.
* Supervise administrative staff and Assign tasks and responsibilities to team members
* Manage office supplies, equipment, and inventory and oversee facilities maintenance and repairs.
* Coordinate schedules and appointments for staff and executives and arrange and plan meetings, conferences, and events.
* Facilitate communication within the office and with external parties and handle incoming and outgoing correspondence.
* Maintain and organize important documents, records, files and ensure data security and confidentiality.
* Assist in budget preparation and financial record-keeping and Monitor expenses and report discrepancies.
* Manage office software and hardware and troubleshoot basic IT issues or liaise with IT support.
* Develop and implement emergency plans and procedures and ensure safety protocols are in place and understood.
* Be flexible and adapt to changing office needs and priorities and take on additional tasks as required.
* Calendar management, Travel Arrangements, Administrative Support and ensure smooth functioning of MD
* Supporting Consulting Directors on daily basis their Weekly meeting, Quarterly meeting, Half yearly meeting arrangements. If any changes in schedule will be intimated and arranging meeting on the other days or times depends
* Attending Phone calls, emails behalf of MD and Direct reporters and responding
* Managing and maintaining the executive's calendar, including scheduling meetings, appointments, and travel arrangements.
* Screening and prioritizing incoming calls, emails, and other communications.
* Drafting and preparing documents, reports, presentations, and correspondence on behalf of the executive.
* Organizing and maintaining files and records, both physical and digital.
* Booking and coordinating travel arrangements, including flights, accommodations, transportation, and itineraries.
* Ensuring that travel plans align with the executive's schedule and preferences
* Town hall meeting arrangements, Conference Hall booking, meeting arrangements, supporting F&B request
* Scheduling interviews, calls & meetings for senior management levels and managing calendars.
* Liaise with stakeholders for arranging travel logistics including forex, visa formalities, travel documentation
* Supporting employees in their routine requirements and caring day-to-day daily activities
* 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.
* Conference hall, meeting arrangements, supporting F&B request.
* 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.
* Auditing, daily routine rounds on the floor to check proper upkeep of common areas.
* 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.
* Ensuring safety & security measures strictly adhered to by the team during execution of projects.
* Attendance tracking, attend vendor staff briefing sessions, record the headcount and sign off.
* Following monthly bills and cross checking and getting approval from md & send all bills to accounts team
* Inventory is always maintained at site to meet any urgent requirements for normal defects and for PPM
* Handling all emergency situations while completing all required paperwork Contact supervisor when required
* Organizational Skills: Keep track of appointments, schedules, and office supplies efficiently.
* Communication: Strong written and verbal communication skills for interactions with colleagues and external contacts.
* Allocating and optimizing the use of space within the facility.
* Worked as **Administration Manager** with **Examity India online LLP** from January 2020 to July 2022
* Calendar management, Travel Arrangements, Administrative Support, Vendor Management
* Meeting arrangements, Travel Arrangement (Ticket Booking facilitation, vehicle arrangement; Hotel booking, Internal follow-ups with all concerned stakeholders
* Attending Phone calls, emails behalf of MD and Direct reporters and responding
* Management of the office infrastructure including ensuring routine maintenance, repairs, AMC renewals, insurances etc. to minimize disruption to work and minimize inconvenience.
* Keep track of appointments, schedules, and office supplies efficiently. Strong written and verbal communication skills for interactions with colleagues and external contacts.
* Prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
* Ensure accuracy in data entry, document preparation, and record-keeping.
* Assist clients or visitors professionally, addressing their inquiries and needs.
* Maintain and organize physical and digital files for easy retrieval. Sort and distribute incoming mail and packages.
* Schedule meetings, appointments, and coordinate event logistics. Maintain discretion and handle sensitive information with care.
* Managing Security, Housekeeping, BMS, Cafeteria, Pest control, Washroom Hygiene other soft service-related works
* Ensure a high level of customer service to our employees in the day-to-day operations of the office.
* Develop a strategic seating plan based on growth and own the move process for employees within the office.
* Serve as the primary contact for ordering food, beverage, kitchen and office supplies.
* Examine and analyze programs, processes, documentation, and files for Inventory is always maintained at site to meet any urgent requirements for normal defects and for PPM.
* Auditing, daily routine rounds on the floor to check proper upkeep of common areas.
* Ensuring safety & security measures strictly adhered to by the team during execution of projects.
* Oversaw all aspects of transportation operations, including fleet management, driver supervision, routing, scheduling.
* 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.
* 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.
* 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.
* Worked as **Administration Manager** with **Dupont Sustainable Solutions** from October 2019 to January 2020
* Calendar management of CEO & Senior managers, supporting Managers, data maintaining, company assets
* Meeting arrangement, flight tickets booking, Forex exchange, hotel accommodation for CEO, employees or clients.
* Induction for new joined employee, allocating workstation, providing laptops, transportation.
* Conference hall, meeting arrangements, supporting F&B request
* Liaise with stake holders for arranging travel logistics including forex, visa formalities, travel documentation
* Maintaining that all the services provided by (i.e., Security, House Keeping, etc.) are running smoothly to the entire satisfaction
* Transportation routing and safety audits, briefing attendance tracking, attend vendor staff briefing sessions, record the headcount and sign off. Escort for lady employees
* Supporting -Ad hoc request for transportation, Emergency cab providing for employees.
* Liaison with multiple stake holders and ensure Purchase orders are released and payments made as per the policy
* Identifying & developing new source based of vendors and ensuring multiple quotes are received at best price, quality.
* Plan and manage all aspects of Events in entire departments to meet client objectives
* Daily walk-around of the facility to ensure high standards for housekeeping and maintenance
* Establishing and developing working relationships with suppliers and contractors.
* Supporting & executing M&E operations on time daily basis reporting status to concerned team.
* Attendance tracking, attend vendor staff briefing sessions, record the headcount and sign off.
* Vending machines tracking, ensure vending machine readings are recorded
* Ensuring safety & security measures strictly adhered to by the team during execution of projects
* Attendance tracking, attend vendor staff briefing sessions, record the headcount and sign off.
* Worked **as Administration Manager** with **Novartis Health Care Pvt Ltd** from October 2018 to September 2019.
* Worked as **Facility** with **Deloitte Consulting India Pvt Ltd** from September 2015 to September 2018.
* Worked as **Administration** 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)