SYRIAC MATHEW

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**Personal Details**

Date of Birth : 2nd January 1976

Gender : Male

Marital Status : Married

Languages Known : English, Hindi, Gujarati and Malayalam

Attitudes : Self motivated, good organizing skills, taking pride in work and values of punctuality

**Educational Qualification**

I have completed my Bachelor’s degree in commerce.

**Carrier Objectives**

Seeking senior level management assignment in Administration to work and establish myself as a thriving professional, where in I can apply my knowledge and skills to achieve organizational objectives.

**Synopsis**

A middle level Management professional possessing 18 plus years of experience in Administration.

Currently employed with Global Indian International School as its Manager Administration

An effective communicator with excellent team & relationship management skill and strong analytical, trouble shooting skills and organizational abilities.

**Professional Experience**

Employer : Global Indian International School ( 25rd April 2019 to 5th May 2020 )

Designation : Manager Administration

GIIS is a chain of schools across ASIA with 19 campuses in Singapore, Malaysia, Japan, Thailand, Vietnam, UAE and India.

In accordance with the practices and procedures of the school, manages the day-to-day operations of the school including technical, clerical and front office support services. Make decisions relating to the day-to-day management/operation of the school’s administrative functions.

Manages the front office and all services ensuring that school operational and administrative functions are organized efficiently to meet the needs of the school, staff, students and families. Deals with a range of telephone and drop in queries from parents, professionals, etc.

Assists principal/administrator response to parents and/or community concerns and complaints.

Manages emergencies brought to their attention, deciding on the best course of action and either dealing with the situation if appropriate or referring it to the principal.

Participates in meetings, workshops and seminars (e.g. Faculty Meetings, Supervisor meetings and other meetings as needed) for the purpose of conveying and/or gathering information required to perform the functions of the position.

Assists and supports teaching staff as directed by the Principal. Chairs meetings (e.g. parents, students, teachers, etc.) for the purpose of coordinating activities and ensuring school, District and/or state objectives are achieved.

Manages all school scheduling, special events, field trips, cafeteria, transportation, recess/lunch, etc. Coordinates transportation of students to and from school, field trips, and special activities.

Plans and provides schedules for recess, lunch, assemblies, special activities, and bells. Plans, manages and supervises extra-curricular programs.

Supervises and manages all non-instruction classified staff and office volunteers. Establishes work schedules; assigns work duties consistent with individual position job descriptions; evaluates and monitors performance; responsible for the recruitment, interviewing and selection of classified staff. Selects, facilitates, and provides training for classified staff.

Ensures safety of, and the promotion of, the welfare of students and follows all applicable state laws and District policies relating to the protection of children and students.

Manages all contractual and related arrangements with regard to building works, maintenance and supplies, cleaning, grounds maintenance, etc., including quality control of contractors' work.

Responsible for disaster preparation program: fire drills, student, staff and public safety, student health and maintains a current site evacuation plan. Responsible for site safety program and planning and preparation of annual Safety Week Plan.

Administers and supervises the maintenance of the physical facilities.

***At ASIA English School*** as Administrative Officer of ( ASIA School & JG colleges ) from 1st Nov 15 to 31st March 19

* Manage a team of admin staff members to executive the responsibilities
* Plan, organize, direct and control the work activities of the team members in order to provide prompt and efficient service.
* Ensure that all the staffs are properly groomed, in uniforms and HR related matters are taken care.
* Facilitating training sessions of CBSE Principals & teachers round the year.
* Making arrangements for conducting annual day, sports day and all other functions and events of the school and colleges.
* Stationery procurement for school
* Maintain stock for electrical & plumbing items.
* Timely preparation of ID cards, Calendar, work sheet.
* Facilitating picnics for the entire school ( one day, over night stay and international )
* Monitoring the daily activities of house keeping and security agency
* To check the record of in out movement of staff and materials.
* To maintain discipline and to regulate the movement of students in the campus and manage traffic with the help of security staff members.
* Scrapping of non repairable assets from the campus.
* Scheduled pest control activities are undertaken.
* Maintaining of site documents, plan and AMC.
* Timely processing of all utility and vendor bills
* To arrange interviews for recruitment of staff and issuing of letters.

***At Airtel Ltd as Facility Manager from Feb 15 to Oct 15***

* Manage a team of staff members to discharge these responsibilities and will need to work closely with the senior executives in the Firm
* Plan, organize, direct and control the work activities of the team members in order to provide prompt and efficient services to internal customers
* Timely ordering inventory for housekeeping, toiletries & upkeep of all the areas.  
  Ensure that all the staffs are properly groomed, in uniforms & HR related matters are taken care.
* Centralized Help Desk for all the employees complaints recording & resolved within the time line.
* Scheduled Pest Control activity is undertaken
* Stationery procurement for Regional office & zonal office are done from RO
* Scrapping of non repairable assets and delisting the asset from the asset register & waste management is undertaken.
* Follow up additional administrative duties like maintaining reports
* Maintain records for AMC s for various engineering equipments.
* Maintain a schedule for all utility bills payments & AMCs
* Conference, Meeting Rooms, Business Centre Etc. are monitored regularly to check its functioning of projectors & VC
* Maintain par stock & inventory for electrical & plumbing.
* Maintain a proper check & record the in & out movement of staff & external agencies for maintenance / official work

* Co coordinating with facility executives & other dept. in zonal office, HO whenever required.
* Timely processing of work & bills.
* Preparation of All type MIS as required by Management & HOD on Daily, Weekly & Monthly Basis.
* Check if the proper reports are prepared by all the subordinates & supervisors
* Maintenance of Site Documentation for Entire Gujarat Offices, AORs, MSCs
* Prepare incident report & update with action plan to the authority.
* Take necessary steps & decisions related to operations as & when required & update it to concern authority timely.
* Maintaining a flexible approach and responding to the needs of the project even if beyond job description.

***At NSI Infinium Global Pvt Ltd : An E Commerce company ( Online Shopping Portal ) as*** Manager Administration Aug 13 to Jan 15

***Administration***

* Manage the entire administration function in the location independently, under the guidance of V.P. – Administration.
* Discharging responsibilities on whole gamut of administrative areas ranging from policy compliance by employees to travel, accommodation, vendor management, inventory management, security and safety of assets as well as personnel and adherence to legal requirements.
* Manage a team of staff members to discharge these responsibilities and will need to work closely with the senior executives in the Firm
* Plan, organize, direct and control the work activities of the team members in order to provide prompt and efficient services to internal customers
* Responsible for ensuring facilities management, including utility operation and maintenance, for all offices in the location
* Implement travel and accommodation policy of the Firm for visitors and new joiners (employees) in coordination with other departments
* Ensure healthy and hygienic operation of canteen / cafeteria through identified vendor / contractor
* Initiate vendor development and identification programs for various services with the objective of maintaining sustainable and mutually beneficial relationships with partners
* Drive contract negotiations and finalization with selected vendors / contractors
* Analyzing the need, developing and executing the support systems and putting in place required systems for services like security, safety, housekeeping, preventive maintenance, pantry operations, office stationery and parking management

***SAI Info System Limited:*** ( Since Feb 11 to Aug 13 in the Position of: Asst. Manager Administration) It is into business of telecom, IT across India

***Administration***

* Monitoring of Services:  
  Premises Housekeeping,   
  Canteen Services  
  Pest Control Services,  
  Courier Services,  
  Travel Management coordination support for Employees travel tickets, Guest House Bookings, Vehicles arrangements,  
  Coordinating with R & M for Civil Repairs, Landscaping & Horticulture development.

**Other Services:**

* Coordinating with Procurement Department, Storage and distribution to different user departments, Pantry Items, Stationary Items & its distribution to different user departments, Uniform of Staff & Workmen,
* Transparency of Transaction, Checking and forwarding of the Housekeeping, Canteen, Pantry, Stationary, Courier, Pest Control and other services & supplier bills.
* Services related customer complaints & resolution for the same.
* Organizing Canteen Committees meetings, initiating action and reporting the updates on identified improvement areas,
* Extending due support towards Employees Relations and Employees Engagement Initiatives, Birthday, Blood Donation Camp, Festival Celebration, Emergency & Crisis Management Services:
* Necessary coordination for Fire Services & First Aid Boxes, Stretcher & Ambulance at office premises.

***GTL Limited :*** (Since Nov 2007 tilll Feb 2011 as Asst. Manager Administration )**:** It is into business of tower making for different vendors like Airtel, Idea , Vodafone across India

##### Achievement : Awarded the best Admin by the company.

##### Administration

* Facilities Management: includes local vendor management, real estate management, security, Housekeeping.
* Vendor Management: includes local housekeeping vendors, Travel vendors, security vendors, and office staff, Canteen/Water/Tea-Coffee machines/Toiletries Supply
* Co-ordinate with OEM for services as per AMC, Office maintenance, AC’s maintenance, Track/Renewals of AMC / follow-ups; ensure all safety guidelines at Office.
* Billing Management/ Co-ordination with Finance Team
* Petty Cash Management & Stationery Management
* Checking the Serviceability for RO System, Rodent Control & Finger Print Machine
* Incidents reporting- Report of major breakdown activities or other incidents & resolving the same.
* Admin Budget Preparation/ MIS Reporting
* Handling Audits & follow-up actions
* Physical Documentation of Vital Agreements/Documents as per Legal requirements with Vendors
* Local Transportation Management
* Liaison with external authorities (Landlord, Other Vendor, Civil Authorities etc.)

***At Videsh Sanghar Nigam Limited ( TATA Communication ) :*** DSL Provides blazing-fast, secure Internet access & can be delivered to both homes & businesses. Delivered right through data rates can vary from 64kb to 8 MB depending on the type & cost of the service.

##### Administration

* To supervise and carry out all office routine work.
* Handling entire Administration of the office including house keeping, security, canteen, maintenance, transport, employee attendance.
* To do hotel and air booking.
* Attending the queries of the staff
* To maintain all records.
* To clear the invoices raised by the vendor.
* To co ordinate with finance for payments.

##### At Deepak Electronics

* Selling different products of the company.
* Building new customer base.
* Attending the queries of customers.
* Tele marketing the products.

##### At Elbee Services Ltd

##### Worked as Territory Sales Manager at Ahmedabad & Vapi for two year

##### Sales

* Selling different products of the company.
* Building new customer base.
* Retention of old customers.
* Attending the queries of customers.
* Preparing field information report.
* Co-ordination of pick-up and delivery.
* Tele marketing the products.
* Revival of lost customers.
* Co-ordination with customers and branch.
* Preparing projection, sales target and achievement.

##### Credit Control

* Timely preparation and submission of invoice.
* Making collection target and projection.
* Follow up with customers for payments.
* Monitoring of daily collection & and reporting to Area Manager.
* Monitoring & review of collections on weekly basis with Area Mgr.
* Preparation of D.C.F. on day today basis of short payment receipt.

##### Worked as Credit Control Executive at Ahmedabad for one year.

##### Credit Control :

* Timely preparation and submission of invoice.
* Debtors management procedure.
* Planning of collection target, projection & its execution in consultation with Area Accounts Manager.
* Follow up with the customers for payments.
* Preparation of daily collection report & review of weekly collections.

##### At Gati Limited

##### Sales

* Selling different products of the company.
* Building new customer base.
* Retention of the old customers.
* Attending the queries of customers.
* Co-ordination with customers and branch.
* Preparing projections, sales target & achievement.

##### Credit Control

* Preparing collection target projection and achieving the same.
* Timely preparation & submission of invoice
* Follow up of collections.
* Accounting the collections & cash sales in the books of accounts.

##### Customer Care

* Solving the problems of the regular customers.
* Co-ordination of pickups and delivery.
* Tele marketing the products.
* Attending the queries of new customers.

**Place : Ahmedabad Syriac Mathew**