

**Satish P.M.**

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**PROFESSIONAL SUMMARY**

Dedicated and detail-oriented Operations and Administrative executive with 15+ years of experience in supporting organizational efficiency in dynamic environments. Proven track record in office administration, operations management, vendor relations, and inventory control, seeking to leverage skills in a progressive organization that offers opportunities for professional growth

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**PROFESSIONAL EXPERIENCE****Admin/Operations and Facilities Management**

Everwell Health Solutions Pvt Ltd, Bangalore

November 2019 – Present

- Oversee daily office operations, including managing schedules, coordinating meetings, and maintaining office supplies to ensure a productive work environment.
- Ensure the proper functioning and maintenance of office facilities, coordinating repairs, and working with vendors and service providers to address any issues.
- Monitor and manage inventory levels for office supplies and equipment, overseeing the procurement process, and maintaining documentation for stock levels and replenishment.
- Assist in preparing and managing the budget for facilities and office operations, controlling expenses, and ensuring financial efficiency
- Implement and uphold safety procedures within the office environment, ensuring compliance with regulations and addressing any potential hazards

**System Operator**

Vivanta by Taj Hotel, Bangalore

May 2018 – October 2019

- Coordinated logistical operations, including HACCP record-keeping, item receiving, and inventory management

### **Senior Office Assistant**

Microsoft Research Lab India Pvt Ltd, Bangalore

September 2011 – April 2018

- Assisted in administrative tasks, printer maintenance, and vendor communications to optimize office productivity.
- Provide administrative support to three business units, facilitating seamless operations.
- Manage offsite tasks, including interactions with BSNL, post offices, and print services.
- Oversee documentation, reporting, and maintenance of office supplies, ensuring a well-equipped work environment.
- Generate daily, weekly, and monthly reports on building energy consumption and maintain accurate records.
- Supported the procurement and maintenance of pantry, stationery, and first-aid supplies.

### **Office Assistant**

Microsoft Research Lab India Pvt Ltd, Bangalore

May 2007 – September 2011

- Facilitated daily office operations, including supporting basic administrative tasks and maintaining cleanliness.

### **Helper**

Cypress Semiconductor Technology India Pvt Ltd

March 2003 – May 2007

- Provided general assistance in various operational functions to support team objectives.

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## **EDUCATION AND TECHNICAL SKILLS**

- S.S.L.C.
- Proficient in Windows 10, MS Word, Excel, and PowerPoint.

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## **PERSONAL DETAILS**

- Date of Birth: February 21, 1984
- Nationality: Indian
- Marital Status: Married
- Gender: Male
- Languages Known: Kannada, English, Hindi, Telugu

## **DECLARATION:**

I declare that the information provided is accurate and complete to the best of my knowledge