# KANDAVEL MURUGAN

### ADMINISTRATION & HR MANAGER



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murugankb



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RZ D-1/305 Second Floor, Gali No.5 Mahavir Enclave, New Delhi - 110045



#### **CAREER OBJECTIVE**

Earnestly looking forward to add value to operations through applying gainful experience and acquired skills in a world class organisation which offers a challenging work environment with an opportunity to learn and grow in equal Coming from a defence measure. background, open to travel and relocation.



#### **SKILLS**

- Emphatic Communicator
- Time Management
- Performance Management
- Legal Compliance
- Result Oriented
- Conflict resolution
- Change Management
- Training & Development
- Vulnerability Assessment
- Fire Safety Management
- Resource Management
- Manpower Management
- External Liaison
- Event Management



#### **SOFT SKILLS**

- Mature & Reliable
- Team Player
- Adaptable
- Attention to detail
- Attention to detail
- Self-Driven
- Quick Learner
- Keen for new responsibilities
- Analytical acumen



## **SP** CAREER SUMMARY

A defence veteran with over two decades of progressive experience handling diverse administrative positions in the Indian Force seeking a senior position in the Human Resources Management domain. Adroit in Administration, Security Operations, Fleet & Material Management, Data Management and HR Management. Domain skill encompasses Staffing, Appraisal, Training, Performance Management, HR and Organizational Management. Also adept in Security Assessment, Security Audit & Vulnerability Assessment Fire Safety Compliance assessment



# WORK EXPERIENCE

## **DEF SPEKTRA LLP: 03 Jul 17 to Present Manager Security Operations & Advisor (Legal)**

- Assessed & Audited Clients facilities for security vulnerabilities
- Designed Security policies and contingency management procedures for diverse client requirements.
- Piloted and executed manpower planning, training & development activities for clients.
- Developed modern security training policy to replace outdated training modules at facilities.
- Implemented security and disaster management protocols as per specific requirements of clients.
- Established comprehensive background verification procedure at client facilities to negate security breach.

# **INDIAN AIR FORCE**: May 1994 to May 2017

# Diverse Positions i.e. HR, Legal, Admin & Fleet Management

- Trained to handle various contingencies as a member of Quick Reaction Team (QRT).
- Optimally managed a 200 vehicle strong Air Force Transport Fleet and allied Human Capital.
- Seamlessly coordinated and executed all HR and data management activities optimally.
- Conceptualized and implemented training & development activities with external agencies.
- Piloted 'Rotational Manpower Planning' and achieved multi skilled manpower.
- As one of the Senior Law Associates ensured legal compliance and associated aspects seamlessly.



#### **IT SKILLS**

- MS Office Suite
- Digital Marketing Concepts
- Online Research
- Legal database citation search
- Web designing in Word Press



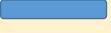
#### **HONOURS & AWARDS**

- i. Bagged the **Best Air Warrior Award** in 2007 for outstanding performance
- ii. Speaker of Annual Air Force Leadership Seminar 2013
- iii. Winner of awards in Sports and Military Training activities.
- iv. Graded 'Exceptional' in Annual Appraisal consistently.



#### **LANGUAGES**

**ENGLISH** 



HINDI

**TAMIL** 



MALAYALAM



KANNADA



#### **CONTACT INFORMATION**

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# **EDUCATION**

Master of Business Administration (HR) (Sikkim Manipal University)	-	2017
Bachelor of Law (LL.B) (M.J.P Rohilkhand University)	-	2010
Master of Marketing Management (Annamalai University)	-	2005
Bachelor of Arts (Sociology) (Annamalai University)	-	2003

#### **COURSES & CERTIFICATIONS**

- ERP SAP (HCM) Module from CROMA Campus.
- Certificate course in Intellectual Property Rights from Indian Law Institute, New Delhi.
- Administrative & Industrial Safety Officer Course sponsored by the Ministry of Defence.
- Assistant Security and Fire Officer Course sponsored by the Ministry of Defence.
- ❖ Lean Six Sigma Green Belt
- **❖** Six Sigma Waste Management Tools
- Workshop on Legal Rights & Right to Information (RTI), 2005

### **PROJECTS & ACHIVEMENTS**

- a. Implemented and achieved reduction of vulnerability through deployment of visual monitoring aids and also brought down the expense of security manpower deployment by over 25% at client facilities.
- b. Developed and promoted the 'Annual Procurement Plan' through effective forecasting of consumables through past consumption analysis and effective cannibalization which brought down the expenditure on consumables by over 33%
- c. Initiated and achieved the under performer periodic appraisal which enabled the administration to identify individuals with performance issues and address the same through training or reallocation.
- d. Coordinated development of computerized fleet management system for an Air Force Supply unit effectively bringing down the annual transshipment schedule mileage by 18%.