

## **OBJECTIVE**

I look forward to associating myself in a challenging position in a competitive environment to utilize my skills and enthusiasm in an organization that offers professional growth while being resourceful, innovative, and firmly fixed.

## **SUMMARY**

- ✓ **9+** years of handful experience in Mid-level administration in various Organizations.
- ✓ Proficient in handling Facility Management, Asset Management, Transport and Security Management
- ✓ Knowledge of Microsoft Office tools and capable of managing Excel and Word documents
- ✓ Handling a housekeeping team.
- ✓ Having high negotiation skills in handling Vendors
- ✓ Processing Vendor Invoices and interacting with Accounts departments.
- ✓ Experience in Handling Products of Internal Shopping Site (**G-Store**) for employees where they can buy products based on their bonus points.
- ✓ Involving in Asset management and maintaining proper records of assets with the use of **Barcodes**
- ✓ Experience in handling internal event management and Client Visits
- ✓ Organizing food for 600 employees and supporting all cafeteria activities
- ✓ Take care of HR Recruitment Coordination, Employee Engagement Activities
- ✓ Good team player with excellent skills and ability to work with a team and in an individual environment.
- ✓ Good communication skills, written and oral, as well as the ability to lead a facility management team.
- ✓ Arranging conferences, parties, events, exhibitions, and annual get-togethers at the office.
- ✓ Liaising with various government bodies, building maintenance offices, and private departments.
- ✓ Employees Insurance Taken Care - (Reimbursement & Cashless).

## **EXPERIENCE**

- ✓ Sep 2016 – Aug 2023: Senior Admin Associate, **Smartshift Logistics Solutions Pvt Ltd (Porter. in)**, Chennai.
- ✓ Mar 2014 – Sep 2016: Senior Admin Executive, **GAVS Technologies Pvt. Ltd**, Chennai.

## **CERTIFICATION**

- ✓ **Advanced Diploma in Computer Applications** under Tamil Nadu Computer Education Development Scheme in May 2009 at Chennai

## **KEY ROLES AND RESPONSIBILITIES**

### **Facility Management:**

- \* Housekeeping \* Procurement \* Client Visit \* Cafeteria \* Waste Management
- \* General Maintenance.

### **Transport Management**

- \* Cab Arrangement, Associate Roster.

### **Security Management**

- \* Attendance \* Material Gate Pass

### **Disaster/Emergency Management**

- \* Fire Mock Drill, Emergency Rescue Team

### **Asset Management**

- \* Workstation \* assets \* Laptops \* Key Management.

### **Vendor Management**

- \* Collecting Quotations, Approval, Invoice

### Educational Qualifications

Qualification	Institution	Year	Percentage
<b>B.B.A</b>	Madras University, Open University, Tamilnadu.	2003-06	<b>50</b>
<b>SSLC</b>	Beasant Theosophical Higher Sec. School, Chennai- 90	1997-98	<b>64</b>

### Personal Details

Father's Name	G. Sekar
Age & DOB	42 years, 04-09-1981
Marital Status	Married
Gender	Male
Nationality	Indian
Phone	9884666619
Address	674/4, 16 <sup>th</sup> Cross Street, Bharathiyar Nagar, Neelankarai, Chennai – 600 115

I hereby solemnly declare that the above-furnished particulars are true to the best of my knowledge and belief.

Place: Chennai

Yours Sincerely,

Date:

**S.Prem**