T MANOJ KUMAR

**E mail id:** [**manuj.tm@gmail.com**](mailto:manuj.tm@gmail.com) **Mobile No: 9741061422**

**PROFILE OVERVIEW**

**Ex-Serviceman with 17 years of experience in Administration/Operations/Secretarial & Intelligence Field in Defence Service (Indian Army) & 9 years of experience in Administration, Operation, Facility Management & Client/Soft Service in the private sector.**

A dynamic, resourceful and energetic individual who is comfortable with being ‘**go to’** person for anything related to the smooth running of an organization. Experienced in providing secretarial, administrative and office management support to colleagues & management levels. Having a proactive and flexible approach to mingle in many different priorities and able to work autonomously and take ownership of all aspects of a task or project. Utilize excellent communication skills, building and maintaining quality rapport with clients, and all levels of management.

# WORK EXPERIENCE/BACKGROUND

* Facility/Property Consultant Manager Residential Complex, Bangalore (July 2021 to Dec 2021) Reason for quit in short period – Unavoidable personal commitments.
* Facility consultant Manager in Ittina Sarva Apartment, Bangalore ( Apr 2020 to June 2021)
* Fulfillment Centre Manager in Peel Works Pvt Ltd, Chennai (Jun 2019 to Feb 2020).
* Estate Manager in Trinity Apartment, Bangalore (Jun 2016 toMay 2019).
* Managing Partner in Plywood Manufacturing Industry, Tamil Nadu (2014 to2016).
* Admin Manager in Construction Company, Bangalore (2013-2014).

# 17 Years of service in IndianArmy

* Under Training (1995 –1996)
* Physical Training Instructor in Army Training Centre, New Delhi(1996-2000)
* Counter terrorism & Insurgency Operations in J&K valley(2001-2005)
* Admin/Facility In-charge of Defence Officers Hostel in New Delhi(2005-2007)
* Intelligence, Admin & Liaison official with RAW, IB & MI in Indo-Pak Border, Rajasthan(2007-2009)
* Personal secretary/Admin official to Director DIA (**Defence Intelligence Agency**) in Army Head Quarters, New Delhi(2010-2012)

# SKILLS

* + - Ability to communicate professionally and effectively with all levels of the management.
    - Computer proficiency in Microsoft Word, Excel and the ability to quickly learn otherprograms.
    - Effective administration, implementation & execution as per the SOP of organization.
    - Multilingual communication skill.

# ADMINISTRATIVE ROLES

* + - Effectively manage the end to end daily operations for smooth & soft services required to theoffice/organization
    - Oversee the account department for all income, expenditures & auditing process
    - Vendor management for purchases & outsourcing services viz, security, housekeeping, AMC providers,etc
    - Regular inspection of the office/organization premises, asset & inventory to prevent any type of unwanted/unusual practice and maintain the records
    - Provide training to security team on regular intervals regarding duties & emergency drills, training to HK staff & employees as needed for new procedures proactively work to reduce work order cycle time and improve performance
    - Provide support and recommendations to Senior Management in the development, analyze and execution of special assignments/projects/initiatives
    - Assist with Admin/Facility Services department for the developing of standard operating procedures
    - Checking mails, group messages & attending calls for all type of assistance & responding accordingly
    - Resolving all the complaints received on daily basis & ensure immediate response to priority calls
    - Maintaining periodical work chart & getting the process done timely
    - Able to work effectively within a team environment, be willing to share knowledge and ideas, and must display considerable initiative in situations where autonomy is required
    - Performed various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filing system.
    - Budgeting, planning and decision-making ability to define and meet performance requirements
    - Support cost savings targets to contribute to the account achieving savings goals
    - Serves as a liaison official with all needful department, assists in all other safety programs & provide report as necessary
    - Planning and execution of all preparation required for Conferences/meetings scheduled.
    - Daily, weekly & monthly reports preparing as per the organization SOP

# CERTIFICATIONS

* + - Physical Training Instructor Course, Army School of Physical Training, Pune(1996)
    - Basket Ball Coaching Course, Army School of Physical Training, Pune(1997)
    - IT Foundation Course from Mach Dech Institution, Wellington(2012)
    - Administrative Management Programme, Army Training Centre, Wellington(2012)
    - Security Training Course from Madras Regimental Centre, Wellington(2012)

# STRENGTHS& QUALITIES

* Defence background
* Excellent Inter personal skills
* Ability to quick learning & understand stimulating to new environments
* Planning, organizing, executing, decision making & teamwork
* Highly focused on achieving results
* Effective communication skill

# EDUCATION INFORMATION

* SSLC (Salem,TN)
* HSC (Coimbatore,TN)
* BA, Public Administration ((Alagappa University,TN)

# LANGUAGES KNOWN

Tamil - Read, write &speak

English - Read, write &speak

Hindi - Read, write &speak

Kannada - Speak

Malayalam - Speak

# PERSONAL INFORMATION

Name : T ManojKumar

Father’sName : KA Thangavelu Udayar

DateofBirth **:** 8thApril 1977

ResidenceAddress **:** F 18/19, Ittina Sarva –II Apartments,

4th Main, Balaji Layout, Hongasandra, Bommanahalli, Bangalore – 560068

LandlineNumber **:** 080 -41109968

MobileNumber : 09741061422

Sex **:** Male

Native : Coimbatore, TamilNadu

MaritalStatus : Married

Passport : Yes

License : Driving & Weapon License

Expected CTC : As per organization standard

Joining Period : 15 Days

I hereby confirm that all the information furnished above is true and correct. I shall show sincerity and declaration in my work, which will prove to be honest and hard working.

Place: Bangalore

Date: May 2022

**(T MANOJKUMAR)**