# ****SREEJI S.D.****

# Kowdiar, Trivandrum, Kerala

# E-mail:[sreejisd@gmail.com](mailto:sreejisd@gmail.com) Phone: 9497454534

**FACILITIES & ADMINISTRATION PROFESSIONAL**

* An accomplished administration professional with 17+ years’ experience in Facilities , Executive Support and Administration.

# Highly regarded leadership abilities with team-player mentality.

# Extensive experience setting up facilities for organizations, office management, and establishing processes in sourcing

**Key Skills**

**Team Leadership. Calendar Management. Vendor Management,**

**Inventory Management  
Travel & Meeting Planning. Database Management. Budgetary Supervision**

#### WORK EXPERIENCE

**BeachWood Holidays Apr 2019 – Present**

**Travel/Business Consultant**

***Core Responsibilities:***

* Determining client's needs and suggesting suitable travel packages.
* Organizing travels from beginning to end, including tickets, accommodation and transportation.
* Supplying travelers with pertinent information and useful travel/holiday materials.
* Organizing and executing assigned business projects on behalf of clients according to client’s requirements

**Consumer Cloud Technology Services Pvt Ltd Aug 2018 – Mar 2019**

**Manager- Facilities& Administration**

***Core Responsibilities:***

* Administration and Facilities Management
* Vendor management
* Managing security and housekeeping staff
* Managing the entire building and other facilities
* Explain HR policies and procedures to all employees
* Select and interview candidates for all available positions
* Invoice collections, verification & approvals
* Managing events and other programmes
* Sourcing stationery and pantry Items.
* Sourcing and distribution of ID cards for employees

# Nice Interactive Solutions, Technopark March 2011 – March 2018

# (Formerly Satmetrix Systems)

# Facilities manager

***Core Responsibilities:***

* Facilities and Operational Management
* Global IT Inventory management and carryout quarterly audits
* Facilitating domestic and international travels (Visa, hotel bookings & other travel documentations)
* Facilitating client visits and scheduling leadership meetings
* Facilitating lease deed renewals with Technopark
* Coordination of maintenance and Facility activities
* Audit review/support
* Vendor management & contract renewals
* Managing STPI and Customs related works
* Invoice verification & approvals
* Sourcing stationery, IT and pantry Items. Maintain their inventory and carryout periodic audits
* Provide training and development to Facility Staff
* Managing security staffs and their contract renewals
* Sourcing and distribution of ID cards for employees

# Techno Park, Trivandrum September 2006 - March 2011

# Front Office Executive

***Core Responsibilities:***

* Customer Interaction/Enquiries/Attending calls
* Convention Centre Booking
* Preparing Service Bill
* Travel Arrangements for CEO and other senior executives
* Inwarding of Mails , cheques, fax
* Letter and E-mail drafting
* Organising and Coordination of Meetings
* Maintaining cheque, stamp inward & outward register
* Appointment fixing for senior officials

# Hotel Geeth International, Trivandrum May 2005 to August 2006

# Front Office Executive

***Core Responsibilities:***

* Customer Interaction/Enquiries/Attending calls
* Billing - Check in & Check Out
* Billing - Laundry & Telephone
* Maintaining Reservation Register ,Tab Sheet & Vacant List
* Shift wise cash closing
* Maintaining of Front Office Cash Register
* Data Entry work related to F & B Service

# Indian Medical Association, Trivandrum December 2002 to April 2005

# Administrative Executive

***Core Responsibilities:***

* Customer Interaction/Enquiries/Attending calls
* Inwarding of Mails
* Maintaining Of Telephone and Fax Register
* Creating and maintaining attendance Register
* Updating of Health related articles in the Notice Board
* Leave updation & managing transportation

#### EDUCATIONALQUALIFICATION AND OTHER CERTIFICATIONS

# BA Degree - University of Kerala, 1997

# Pre-Degree - University of Kerala, 1994

# SSLC - Board of Public Examinations of Kerala,1992

* + Diploma in Computers from IMG, Thiruvananthapuram
  + Diploma in Travel & Tourism, Swastik School for Travel Tourism Studies

#### PERSONAL DETAILS

Date of Birth : 06.Oct.1976

Gender : Female

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| --- | --- | --- |
| **Speak** | **Read** | **Write** |
| Malayalam | Malayalam | Malayalam |
| English | English | English |
| Hindi | Hindi | Hindi |

Language Proficiency :