**RESUME SUMMARY**

I am a master’s degree holder in commerce (M.Com) from University of Kerala with 19 years of work experience PAN India out of which Fifteen years in Facilities & Administration in branch as well as in corporate office and Three years in Marketing.

**DETAILED RESUME**

**WORK EXPERIENCE**

**CDM SMITH INDIA PRIVATE LIMITED: Assistant Manager, Corporate Facilities & Administration, from November 2011 to December 2018.**

My corporate role includes;

* General office administration & managing day to day activities.
* Capital and other purchases.
* Asset management.
* Maintaining access control system.
* Guest House maintenance.
* Maintaining AMC’s & House Keeping Contracts.
* Setting up of site offices and Guest Houses **(PAN India).**
* Finalizing and Maintaining of site office and guest house rental agreements **(PAN India).**
* Oversee operation and maintenance of facilities; housekeeping, resolving operational issues etc.
* Liaison with the finance team for vendor management and bill approvals.
* Plan and organise events, celebrations and conferences.
* Head of travel division coordinating all sorts of travel arrangements **(PAN India).** This includes flight ticket bookings (both domestic & international), Train and Bus ticket bookings; Visa processing, Hotel bookings etc.
* Address employee queries regarding office issues.

**WILBUR SMITH ASSOCIATES INC: Project Office Manager - Technical Support Unit, Kerala Sustainable Urban Development Project (ADB Funded), Trivandrum from May 2010 to October 2011**

**BRIEF DESCRIPTION OF DUTIES:**

* Managing housekeeping staffs.
* Guest House Maintenance.
* Handling Purchases.
* Managing transportation facilities.
* Coordinating with head office at Bangalore.
* Making arrangements for meetings and Work Shops.
* Maintaining Site Office Accounts.
* Recovery and Reconciliation of Receivables from client.
* Preparation of weekly activity report for submitting to the client.

**WILBUR SMITH ASSOCIATES PVT LTD : Asst. Manager- Administration & HR at Corporate Office,**

**Bangalore from December 2007 to April 2010.**

**DUTIES & RESPONSIBILITIES**

Maintaining AMC contracts, House Keeping Contracts, Setting up of site offices and Guest Houses, Maintaining site office and guest house agreements, making travel arrangements (domestic and international), Visa arrangements, Hotel reservations, meeting arrangements and also taken care of HR activities like,

* Travel Management
* Setting up of site offices and guest houses
* Managing house keeping
* Asset Management
* Checking and updating the input details and leave details of every employee in corporate office and branch / site offices.
* Processing of consultant Bills on monthly basis and give recommendation to finance department for payment.
* Making arrangements for interview and Preparation of Offer letters for fresh appointments.
* Preparation of contracts for consultants, vehicle and survey parties.
* Issuing notice for termination of contracts for various reasons.
* Preparation of Reliving Orders & Experience Certificate.
* Preparation of statement of Gratuity, Leave Encashment Benefits & PF details for statutory updating.
* Consolidating leave details at the end of every financial year.
* Preparing list employees for group insurance updating on a monthly basis.
* Placing orders for Food Coupon for employees on monthly basis.
* Visiting project sites in different parts of the country for admin and accounts related matters as and when required.

**WILBUR SMITH ASSOCIATES PVT LTD : Branch Office Manager at Trivandrum from July 2004 to November 2007**

**BRIEF DESCRIPTION OF DUTIES:**

* Overall office administration.
* Managing contract vehicles.
* Travel arrangements.
* Making purchases.
* Coordinating with head office at Bangalore, Coordinating with labor department.
* Making arrangements for meetings with government officials.
* Maintaining Branch as well as Site Office Accounts, Recovery and Reconciliation of Receivables from client.

**HDFC BANK LTD : Sales Officer from January 2003 to June 2004**

**BRIEF DESCRIPTION OF DUTIES:**

* Retail business building for all the products offered by the Bank (Savings Account, Current Account, Credit Cards, Demat Account, Car Loans, Two Wheeler loans, RBI Bonds).
* Marketing activities includes conducting road shows, paper insertions in all important news papers.
* Inviting automobile dealers to conduct shows and displays in front of the bank.
* Assisting branch staffs in handling customer quires.
* Organizing promotional activities like for business development.
* Cross selling products to existing customers.

**TANDEM INFOTECH PVT LTD : Business Development Executive from March 2000 to December 2002**

**BRIEF DESCRIPTION OF DUTIES:**

* Estimation, execution and cost benefit analysis of all marketing activities of Tandem Group.
* Marketing of courses like A +, MCSE, CCNA, MCP, and DAC (Diploma in Advanced Computing) course and also courses offered by Sikkim Manipal University like Msc IT, Bsc IT for both Trivandrum and Madurai branches.
* Visiting all Engineering colleges up to Trichy in Tamil Nadu and up to Ernakulam in Kerala and fixing appointments with principals and HOD’s for conducting presentations.
* Administration activities of DAC Course like Correspondence with C-DAC Pune and students regarding Entrance test, Conducting Entrance Examination and making arrangements for Interview.
* Giving placement assistance to DAC students by inviting companies from Technopark, STPI for conducting campus interviews.

**EDUCATIONAL QUALIFICATIONS**

* **Master of Commerce (M.Com)**

University of Kerala

* **Bachelor of Commerce (B.Com)**

University of Kerala

**Computer Knowledge**

* MS. Office
* Diploma in Computerized Financial Accounting (DCFA)

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** |
| **English** | Yes | Yes | Yes |
| **Malayalam** | Yes | Yes | Yes |
| **Hindi** | Yes | Yes | Yes |
| **Tamil** | No | No | Yes |
| **Kannada** | No | No | Yes |

**PERSONAL DETAILS**

**Father's Name** :K. Muraleedharan Nair

**Date of birth** : 01-07-1977

**Sex** :Male

**Marital Status** : Married

**Nativity** : Indian

**Permanent Address** :Gourisankaram, ARA-F14, TC 18/872 (3), Plavila, Aramada P.O

Trivandrum, Kerala, India, PIN-695032

**Phone** :7594946192 & 09037260392 (M)

**Email Address** : ranjithdev@gmail.com

**Hobbies** :Listening to music, Travelling

**Declaration :**

***I hereby declare that the above information provided by me is true to the best of my knowledge and belief.***

**(Ranjith Dev)**