

Curriculum Vitae.

BALARAJ P.

Flat No 101, 1st Floor 38th Block
Yamuna Block BDA Layout
Kengeri Bangalore 60

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Profile Summary:

Proactive, highly skilled Administration Professional with Fourteen year's hands-on experience in diverse office admin environments. Knowledgeable in current industry trends and technology. Experienced communicator and team player.

General Administration Key Skills:

Administration Management, Facilities Management, office maintenance, Pantry Management Stationary, Housekeeping, Security and Cafeteria Management Vendor Management & Payment Process. Office Equipment Management & AMC Renewal DG UPS & A/C Assistant to HR Enter & Exit Process BGC Documented Process success using MS Word, Excel, PowerPoint Outlook

Work Experience:

- ❖ Working in **Learning Links Foundation** (NGO) Bangalore (Dec 2017 to Present)
Admin & Operation in Bangalore, Hosur Namakkal & Chennai
- ❖ Worked in **Accenture Solutions Private Ltd.**, Bangalore. (Aug 2014 to Nov 2017)
Core Admin Department Payroll is Kelly Service India Pvt Ltd., Bangalore
- ❖ Worked, as Supervisor for 16 months (March 2013 to July 2014) **Unique Solutions Mysore.**
- ❖ Worked, as Supervisor for 68 months (May 2007 to Jan 2013) With, **Vodafone Essar south ltd Mysore.**
- ❖ Worked, as Technical Support Hard Services (Techno Associates) for 14 Months (Feb 2006 To Apr 2007) With, **Wipro Technologies, Bangalore.**
- ❖ Worked, as Technical Support Hard Services for 12 Months (Dec 2004 To Dec 2005) With, **Visvesvaraya Industrial & Technological Museum, Bangalore.** (National Council of Museums, Ministry of Tourism & Culture, Govt. Of Science Museums)

Working in Learning Links Foundation

I deputed as “ADMIN & OPERATION “at Learning Links Foundation (NGO)

General Administration:

- ❖ General Administration Management day to day
- ❖ Vender Management Quality Assurance
- ❖ Hotel Booking
- ❖ Travel Arrangements
- ❖ Event Management
- ❖ Housekeeping, Interiors Pest Control
- ❖ Security Management
- ❖ Prepare Budgets Management
- ❖ Schedule, Maintain & update calendar appointments
- ❖ Tracking of bills, follow up for payments
- ❖ Supervising all administrative functions
- ❖ Coordinating meetings & Conferences, Guest
- ❖ Stationery Management & Staff ID Cards & Business Cards Management
- ❖ Internal & External Audit.

Worked in Accenture Solutions Private Ltd Bangalore Admin department

I deputed as “CORE ADMIN “at our client premises to look Soft Services,

Soft Services General Administration:

- ❖ General Administration Management day to day
- ❖ Vender Management Quality Assurance
- ❖ Housekeeping, Interiors Pest Control
- ❖ Security Management
- ❖ Prepare Budgets Management
- ❖ Pantry Management
- ❖ Schedule, Maintain & update calendar appointments
- ❖ Helpdesk Mail Room Front Desk Management
- ❖ Coordinating inspection of incoming materials to ensure compliance to standards.
- ❖ Tracking of bills, follow up for payments
- ❖ Supervising all administrative functions

- ❖ Coordinating meetings & Conferences, guest relations etc.
- ❖ Stationery Management & Staff ID Cards & Business Cards Management
- ❖ Internal & External Audit.
- ❖ Event Management & Travel Arrangements, including Hotel Booking

Facilities Management

- ❖ Interacting with different departments for proper maintenance of all equipment's.
- ❖ Coordinating transport, cafeteria, drinking water, housekeeping, Guest house & security.
- ❖ Supervising routine administrative activities e.g. Facilities maintenance, Security of infrastructure, Housekeeping, Front office, transport
- ❖ Identifying and finalizing qualifying vendors after evaluating and vetting quotations/indents/tenders.
- ❖ Coordinating the purchase of office supplies, negotiation and payments to the vendors as per procedures.
- ❖ Ensuring correct implementation of security policies and monitoring within the frame-work

Unique Solution as a supervisor:

Soft Services Administration:

- ❖ Vender Management
- ❖ Employee transport facility
- ❖ Maintaining Petty Cash expenses,
- ❖ Tracking of bills, follow up for payments.
- ❖ Provide Full Admin support to team and department
- ❖ Perform data entry, documentation, printing and filling duties.
- ❖ Monitor day to day activity for HK and Guard duties.
- ❖ Stationary Manage of Regional and Branch offices.
- ❖ Coordination with branch office for day to day activity.
- ❖ Management of office equipment. Like AMC
- ❖ Maintaining a clean and enjoyable working environment.

Vodafone Essar south Ltd as a Supervisor:

I deputed as “SUPERVISOR “at our client premises to look Domain’s Soft Services, Hard Services & Project Services

Soft Services:

- ❖ Vender Management & Tracking of bills, follow up for payments.
- ❖ Maintaining Petty Cash expenses, & Budget Management.
- ❖ Help desk Management & Submission of PF, ESI
- ❖ Cafeteria, Security Controls & Housekeeping Management.
- ❖ Coordinating meetings / conferences, guest relations etc.
- ❖ Supervising all administrative functions of all safety equipment's, security controls & Housekeeping, Generator
- ❖ Event Management, Inventory control, transport etc.

Hard Services:

- ❖ All Electrical Maintenance Services & AMC 'S Renewal.
- ❖ Fire & Access Control, CCTV Installations.
- ❖ AHU'S Services.
- ❖ Carpenter & plumbing maintenance works to be done.

Visvesvaraya Industrial & Technological Museum as a Technical Support Hard Services:

Wipro Technologies as a Technical Support Hard Services:

Education:

PG: -

M.com

Percentage: 55.50%

Year: June 2013.

Manasagangotri KSOU Mysore.

Degree: -

B.com

Percentage: 53.15%

Year: Dec 2010

D. Banumaiah's College, Mysore

Technical I.T.I

Trade: in Electrical

Percentage: 66 %

Year: Feb 2003

Govt ITI Mysore

Technical Skills:

Centre for Information Science & Technology (CIST).

IT awareness course Senate Bhavan Manasagangotri, Mysore.

Operation System: Windows XP, Windows 2003, & Windows 7.

Software's: Microsoft Office.

Search Engine's: Google Chrome, Internet Explorer, and Mozilla Firefox.

Personal details:

Name : Balaraj P.
Father : Philip.
Date of birth : 28 Dec 1980.
Sex : Male.
Marital status : Married.
Languages Known : Kannada, English, Tamil and Hindi.

Declaration: I hereby declare that the above information is true and correct to the best of my knowledge.

Place: Bangalore

You're sincerely,



Balaraj. P