

# Ramkumar Venkatesh

 Senior Administration Supervisor at Syrma SGS Technology Ltd  
 Chrompet  
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Experienced Senior HR & Administration with 8 years of expertise in HRD and Administration.

## Skills

MS Office

## Work Experience

### Senior HRD Administration Supervisor

Syrma SGS Technology Ltd

Tambaram Chennai

Jun 2023 - Present

- Managed office and manufacturing unit, oversaw stationery and housekeeping items, supervised transport and canteen operations. Streamlined operations and improved efficiency by implementing cost-saving measures.
- Monitored and managed security and housekeeping team, verified and processed vendor bills, updated and prepared MIS reports. Enhanced financial management and reporting accuracy by implementing efficient tracking and verification processes.
- Provided training on safety procedures, managed health and safety initiatives, ensured compliance with regulations. Improved the safety culture by implementing comprehensive training programs and ensuring adherence to regulations.
- Handled front office tasks and related work, handled and resolved customer grievances, supported skill development and training programs. Strengthened customer satisfaction by efficiently resolving grievances and supporting skill development initiatives.
- Planning shift schedules to ensure efficient manpower allocation. Enhanced operational efficiency by strategically managing workforce allocation and planning.

### Senior Administration Executive

Threpsi Solutions Pvt Ltd

Chennai  
Apr 2022 - Jun 2023

- Managed office and warehouse administration including handling admin related tasks, security and HK team management, stationary and petty cash management, front office responsibilities, and assets monitoring. Resulted in efficient and smooth office operations.
- Monitored security and HK attendance and related tasks. Improved security protocols and attendance tracking.
- Managed office assets and inventory. Maintained accurate records and streamlined asset tracking process.
- Oversaw the administration of office and warehouse functions. Increased efficiency and productivity through effective coordination and organization.

**Admin Supervisor**  
**Syrma Technology Pvt Ltd**  
Tambaram Chennai  
Mar 2019 - Apr 2022

**Admin**   **Canteen**   **Transportation**

- Monitored and managed Security and HK team to ensure a safe and secure environment for all employees and Staffs.
- Streamlined the process of monitoring and managing transportation for employees.
- Ensured high quality and variety of food by monitoring canteen and food related activities.
- Improved efficiency in procurement by monitoring and managing Front office and Stationary, HK items purchase and consumption.
- Handled arrangements for car usage for employees in and around Chennai.

**Admin Cum Floor Supervisor**  
**Vinayak Commercial Motors**  
Chennai  
Mar 2018 - Feb 2019

**Office admin**

- Monitor office admin related activities, Monitor security and HK team and allocation of work, prepare shift schedules to all, Monitor and purchase office related items, stationery and HK materials.
- Front office related activities
- Allocation of vehicles to workers and preparation of job cards as per customer complaints.
- Once service completed, invoice collection and filing.

## **Admin Cum Service Engineer**

Zenith Controls and Systems

Chennai

Oct 2015 - Mar 2018

**Office admin**

**Service engineer**

- Oversaw front office activities, providing efficient and professional customer service.
- Managed attendance-related activities and maintained biometric devices, ensuring accurate and timely attendance records.
- Replaced spares in attendance devices, prepared jobcards and service reports, ensuring optimal device functioning and minimal downtime.
- Prepared attendance reports and provided support to vendors.

## **Education**



**MBA**

University Of Madras

Sep 2021 - Nov 2023

HR

Score - 70%



**BE**

Madha Engineering College

Jun 2011 - Apr 2014

Electronics And Communication Engineering

Score - 75%

## **Certifications**



**HR Generalist Professional**

Next Innovation Asia

Mar 2023 - No Expiry

## **Preferences**

**HR**

**Administration**

## **Language**

**Read Write Speak**

English-Tamil-Telugu



