







Ramkumar Venkatesh

 Senior Administration Supervisor at Syrma SGS Technology Ltd
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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



