

# **N. Arul Kumar**

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## **Senior Executive - Administration**

With more than 10 years of experience in all administrative tasks. Committed and motivated with good communication, relationship-building and decision making skills. Energetic, with a strong work ethic, professional demeanor, great initiative, eager to bring strong administrative skills to an organization in need of top level support.

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## **SKILLS**

- Self Starter
  - Problem - resolution
  - Deadline – oriented
  - Multi-task Management
  - Travel Management
  - Attendance and Employee Movement
  - Vendor Management
  - Visitor and Client support
  - Executive Management support
  - Facility Management (Safety, health and Management)
  - Inventory Management
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## **PROFESSIONAL EXPERIENCE**

## **ACCOMPLISHMENTS**

### **Process Improvement**

- Oversaw implementation of new communication (voice and data systems) resulting in cost effective service.
- Installed various call report software programs to generate customized reports to control billing and prevent misuse.
- Organized user friendly and cost effective regular transportation arrangements for the entire staff
- Data organization and reporting
- Improved office organization by compiling quarterly budget reports, expenses reports and enclosures and other various types of MIS reports, using advanced Microsoft excel functions.
- Maintained status reports to provide management with updated information for client projects.

### **Multi-tasking**

- Demonstrated proficiencies in Multi-tasking in varied support activities like support to the Chairman and his office and members of the senior management, extensive field work etc. all within a high volume environment.

### **Administration**

- Managed front office in the absence of a regular receptionist / front office executive and supervised the front office staff.

### **Liaison work**

- Liaised with various government departments like department of Labour, DCGI, DSIR, STPI, CSIR etc. for submission of various reports and for obtaining various approvals

### **Payroll assistance**

- Managed attendance reporting for all office associates and assisted with payroll preparation. Prompt resolution of queries and grievances of employees regarding loss of pay / unapproved attendance reports etc. and forwarded to the departments concerned. Not even one loss of pay reported / suffered by any employee during my tenure.

### **Planning**

- Planned, managed and oversaw all aspects of relocation of the entire facility. This included, identification of ideal sites, overseeing the interiors and all civil work, liaison with various departments for registration of property, coordination for preparing lease / maintenance agreements etc.
- Arranged, scheduled and coordinated all logistics and travel itineraries for a staff of around 50-60 employees, from time to time.
- Ensured that the staff was equipped with all necessary supplies and collateral (forex, tickets, travel insurance, travel advance, visa etc.) for long distance travel

### **Employee welfare**

- Liaised with HR department / finance to establish employee benefits, training and payroll procedures
- Coordinated with the emergency response team of the building management to conduct fire drills, evacuation drills and other safety measures periodically.

**GVK Biosciences Private Limited, District Centre, Saket, New Delhi - 110017**

Senior Executive Administration

From August, 2007 to current

- Planned for major business changes including system conversions and office moves
- Provided support for the Chairman and his office as well as other members of the senior management
- Liaised with various government departments like STPI, DSIR, Department of Labour, Customs etc. to obtain various approvals and submit various reports.
- Management of office petty expenses and processing bills of different vendors in a timely and efficient manner
- Improved communication efficiency as primary liaison between departments, clients and vendors
- Created databases and spreadsheets to improve inventory management and reporting accuracy
- Achieved notable successes in cost control and hence generation of revenue. Managed office inventory and placed new supply orders accordingly.
- Prepared standard operating procedures for the administration and corporate affairs team.
- Assisted in facilitating audits conducted by clients and other stake holders
- Facilitated working relationships with co-tenants and building management
- Properly routed agreements, contracts and invoices through the signature process. Managed daily office operations and maintenance and upkeep of equipment.
- Oversaw operations across multiple locations including Delhi, Mumbai, Ahmedabad and Hyderabad
- Managed operations in accordance with budget requirements.
- Coordinated and organized project meetings and conferences
- Coordinated logistics for corporate events.
- Planned travel arrangements and other collateral tasks for around 50-60 executives and staff
- Drafted meeting agendas and executed follow-ups for meetings and team conferences.
- Managed the reception area including greeting visitors and responding to telephonic and in-person requests for information. Supplied keys and building access cards to employees and visitors
- Attended various in-house training programs like: "effective time management", "Let's catch fish", "email etiquette" etc.
- Was presented with the "Outstanding Achiever" award during the tenure with GVK Biosciences Private Limited.

## **Eli Lilly and Company (India) Private Limited**

Assistant sales

From November, 2001 to April, 2007

- Served as executive assistant to Sales controllers and Sr. Manager – Institutional Sales
- Wrote professional business correspondence
- Scheduled appointments and maintained master calendar for the Sales Controllers and the Sr. Manager, Institutional sales
- Coordinated logistics for corporate events, coordinated meetings with other department managers and served as main liaison between sales force, regional business managers and the sales heads.
- Provided support to the Sales controllers and sales team in managing operations work flow
- Organized travel and other logistics arrangements for the sales team including advance, forex, visa etc., wherever applicable
- Drafted meeting agendas and executed follow ups for meetings and team conferences
- Managed the day to day calendar for the senior executives with the sales division
- Provided logistical support to visiting executives in co-ordination with other executive assistants across various locations in India
- Coordinated and followed up with the sales team for various first line and second line sales reports at the time of month end sales closing
- Managed payroll and time and attendance systems and followed up for weekly activity reports, responded to employee enquiries regarding payroll, time keeping and allowances.

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### **EDUCATIONAL QUALIFICATION**

- Bachelor of Commerce from Delhi University, New Delhi,(2000)
- Higher secondary examination from Central Board of Secondary Education (1995)

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### **OTHER RELEVANT PERSONAL INFORMATION**

**Date of birth** – 29<sup>th</sup> July, 1977

#### **Languages known**

Malayalam (Mother tongue)

English

Hindi