

Satish B.K

9663702848; Satish.bk23@yahoo.com / Satish.bk23@gmail.com

Office Manager

- Dedicated and technically skilled professional with Administrative support experience of over 12 years. Currently associated with **Aspiration Advertising Pvt Ltd. as Asst. Manager - Credit & Admin**
- Extensive experience in hospitality, travel management, facilities management, maintenance support, resource planning, front & back-office operations.
- Rich experience in managing complete administration including housekeeping, cafeteria, data security, vendor development, purchase, office asset management, travel assistance & stationary management, etc.
- Versatile with excellent organizational skills.

Key Skills

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| • Office Management | • Report & Document Preparation | • Records Management |
| • Teambuilding & Supervision | • Accounts Payable/Receivable | • Meeting & Event Planning |
| • Staff Development & Training | • Bookkeeping & Payroll | • Inventory Management |
| • Policies & Procedures Manuals | | • Client service |
| • Vendor/ARC Management | • End to End Admin Activities | • Logistics / Transportation |
| • liasoning work with Govt offices | • Procurement | • HR Works (Documentations) |

Employment Details

Aspiration Advertising Pvt Ltd. | Since Aug' 11 | Asst. Manager - Credit & Admin

Vivek Group of Companies | 2004 to Aug' 2011 | Senior Executive Admin - Facility & Collection

Key Responsibilities

- Managing multiple task simultaneously and meeting tight timelines.
- Coordinating meetings, events and conference calls including the hiring of catering services and arrangement of meeting space.
- Setting up travel arrangements, itineraries, airline reservations, shuttle service and hotel accommodations.
- Handling office cash receipts and petty cash drawer.
- Maintaining and organizing staff calendar / reminder system.
- Liaison between senior management, customers, colleagues and vendors to streamline flow of information.
- Taking care of general administrative functions of the organization.
- Managing day-to-day facilities management operations, procurement and office services.
- Providing administrative support to HR in organizing events.
- Ensuring proper housekeeping of the office facilities; looking after the maintenance of Pantry, Canteen, outdoor catering services and security services.
- Keeping records of all Office Bills - Electricity, Phone, Water, etc.; claims of the employees and reimbursements.
- Managing bank related tasks - Reconciliation of Statement, Keep tracking Of Debits & credits, etc.

- Interfacing with government bodies for all required approvals and paper work.
- Preparing of office budget, hiring new vendors at competitive rates; ensuring timely payment of the vendors.
- Maintaining Daily Attendance; PF, ESI & Professional Tax Documents; Bank reconciliation Statements.
- Handling reconciliation of Debtors and Credits accounts; day to day accounting work like Purchases, Sales, Cash, Bank & Journal Entries.
- Managing billing & collection related task; maintaining up-to-date billing system and customer files.
- Managing ARC vendors.

Education: B.A from Bangalore University - 2004.

IT Skills: TALLY (BASIC IN ALL VERSIONS); Diploma in Computer Application - M.S Word, M.S Excel & Power point.

Personal Details

Address : #46/1, 3rd C main Road, 18th A cross, Rajiv Gandhi nagar, Laggere, Bangalore - 58.
Date of Birth : 15-10-1981
Languages Known : English, Kannada, Hindi, Tamil and Telugu.