



Bhaskar Sathyendra Naidu

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Summary/Career Objective

To contribute relevant work-experience of 20+years & educational background to a challenging position in
“Administration/Facilities Management/HR/Legal Services”

Education



Bangalore University, India

Bachelor of Law - LL.B (2001)

Experience



General Manager – Administration/Operations

The Panorama & Moon Beam Heaven Hotels

3* Hotels

Sri Lanka

Feb 2024 – Till Feb 2025 (1-yr Contract)



Chief Administrative Officer

Amity University & Amity International School, Noida (Delhi NCR)

Dec 2015 - Dec 2023



Deputy Tahsildar & Panchayat Development Officer - Gazetted

Government of Karnataka

Ministry/Dept: Revenue, Rural Development & Panchayat Raj Place of

Posting: Hassan District - Arsikere & Sakleshpura Taluks Dec 2013 - Dec 2015

**Administration Manager**

Oxford International School, Dubai-UAE

Dec 2011 - Oct 2013

**Administration Manager**

KINETIX ENGINEERING, Bangalore

Nov 2010 - Nov 2011

**Administration Manager** (Part-Time)

K. RAHEJA GROUP, Bangalore/Mumbai

Apr 2010 - Jul 2010

**Administration Manager** (Part-Time)

Asipac Projects, Bangalore

Feb 2008 - Jul 2008

**Office Manager/PA to Consul****Embassy of Canada | Ambassade du Canada****Bahrain/Kuwait/Qatar/Dubai Consulate offices** Jan

2005 - Dec 2007

**Administration Manager**

Accenture, Shanghai-China

Oct 2003 - Nov 2004

**Admin/Personnel Officer**

The New Indian Express Newspaper,

Bangalore/Chennai Feb 2002 - Jun 2003

**Office Administrator** (Part-Time)

CBRE India, Bangalore

Jul 2001 - Dec 2001

❖ Special Achievements

- Provided Assistance (Freelance) in Organizing Doha Asian Games - 2006
- Provided Documentation Assistance for Pearl Qatar Project @ Doha, Qatar: 2006-2007
- Provided LEGAL ADVISORY for 20+ Years to several Corporate organisations in India/Abroad

❖ Skills

- Office Administration • Facility Management (FM) • Human Resources (HRM) • Talent Acquisition
- Legal Advice • Public Relations • Governmental Affairs • Procurement • Tender Management
- Secretarial Support • Well-Developed Contact Network

❖ Technical Skill

Proficient in Windows, MS Office Applications - (Word, Excel, PowerPoint, Outlook Express etc).

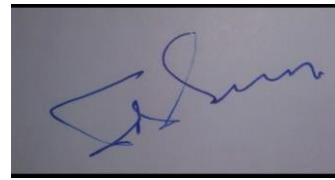
❖ **KRAs HANDLED**

Major tasks entailing a hands-on involvement in day-to-day **Admin/Facilities Management/HR/Legal** functions as deemed necessary in discharge of the following responsibilities like -

- ✓ Managing and coordinating activities of employees engaged in 'Administrative services' such as purchasing/stores supervision, security, maintenance (MEP), office clerical and support services, AMCs, printing, telecommunications, and cafeteria services.
- ✓ Initiating and processing all paper-work from the proposal to finalization stage, Handling overall office correspondence, Processing of all monthly bills, Budgeting, etc.
- ✓ Overall responsibility for security & maintenance of movable/immovable company assets.
- ✓ Efficient travel assistance, housekeeping & catering requirements for company staff.
- ✓ Planning, sourcing & maintenance of company transport.
- ✓ According top-most priority towards ensuring safety norms of the highest order & monitoring MEP works.
- ✓ Planning for the overall ergonomics & aesthetics of company premises/campus.
- ✓ Liaisoning with Government departments (State and Central), Company Head-Office, Press, Corporate and Electronic media, Courts, Advocates/Solicitors and other authorities and agencies, interacting with Statutory-bodies.
- ✓ Organization & management of various Companies' events & conferences.
- ✓ Administering corporate-communication functions as deemed necessary in discharge of the above responsibilities.
- ✓ Provide general Personnel/HR support to office & Secretarial support to top management executives.
- ✓ Assist in recruitment activities (TA) and processes.
- ✓ Administer staff appraisal process.
- ✓ Maintain HR Manuals, ISO Documentation & update Company SOPs, policies & procedures.
- ✓ Be responsible for the image of the Company as well as acting as the Company's 'Spokesman'.

❖ **Personal Details**

- Date of Birth: 08/11/1975
- Marital-Status: Single (Never Married)
- Nationality: Indian
- Languages Known: English,Hindi,Kannada,Telugu,Tamil,Malayalam,Urdu,Sanskrit,Sinhala & Arabic
- Scholarships: Indian Central Govt. Merit Scholarships



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