

# Bhaskar Sathyendra Naidu

## Permanent Address

No. 49, Ex-Servicemen Colony, R.T.Nagar, Bangalore -  
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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).

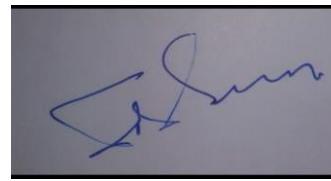
## **❖ KRAs HANDLED**

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



S.BHASKAR

