

NEELAKANTAN M
B.E – Computer Science
No-21,3rd Cross, Marappa Thotta,
JC Nagar, Banagalore – 560 006.

Mobile No: +91 9901270044
E Mail: neelakantan2016@gmail.com

Career Objective

A dynamic, resourceful and energetic individual who is comfortable with being the 'go to' person for anything related to the smooth running of an office. Proficient at coordinating meetings and conference calls, planning itineraries and designing detailed spreadsheets. Focused on ensuring efficient office operations through effective management methods.

Professional Abstract

- | | |
|-------------------------------------|----------------------------------|
| • Outstanding Administrative Skills | • Team Building & Staffing |
| • Transport Management | • Marketing skills & planning |
| • Procurement, Vendor Relations | • Excellent Communication Skills |
| • Strong Customer Relations | • Leadership & Mentoring |

Details of Work Experience

➤ **AV POWER GREEN – Authorized Channel Partner of ALSTOM Feb 2015 – till date**

Designation: Adminl Manager (Reporting to Managing Director)

Work Experience Details

- Responsible for monitoring and overseeing the daily administrative management of the organization.
- Manage and develop Staffs performance appraisal of the organization. Handle the tasks of preparing and maintaining records of Invoices and Purchase Orders.
- Government Tenders Submission, Negotiations and Execution.
- Logistics from the Manufacturer to the end Customer.
- Liaison work with the Government.

➤ **JAWAHAR ENGINEERING COLLEGE Sep 2010 – Sep 2014**

Designation: Manager-OMDP (Organization Management Departmental Procedures) (Reporting to CHAIRMAN AND VICE CHAIRMAN)

Work Experience Details

- Extensive knowledge of administrative process and procedures of educational setting.
- Familiar with the general working procedures of school, college and universities
- Approval Process of AICTE – Planning and Execution
- Affiliation Process of Anna University

- Admission process of Jawahar Vidyalaya school.
- Entire procurement of Equipment's, Materials and dealing with the Vendors managing quotations and finalizing the vendor.
- Transport Management for the students and Staffs
- Facilities Management for Staffs and Students
- Knowledge of basic accounting and bookkeeping procedures
- Ability to work effectively with college staff and students
- Extensive knowledge of academic policies and procedures
- Ability to work under stress and handle multiple tasks simultaneously
- Customer Deliverables & Guest Relations

➤ **CREDENCE WORLD** *April 2008 – May 2010*

Designation: Project Manager (Reporting to Management)

Work Experience Details

- Responsible for developing and implementing the projects
- Handle the tasks of preparing and implementing project plan & business plan
- Coordinate with Team Members in the projects
- Monitor and supervise the activities of staff and ensure that the calendar operates as per the guidelines

Academic Chronicle

Achieved Bachelor's degree in Computer Science
- Corlins University in the year 2010.

Achieved Bachelor's degree in Computer Engineering
- Adhiyamaan College of Engineering in the year 2007.

Personal Details

Date of Birth	: 27-OCT-1985
Gender	: Male
Father's Name	: Mr. M. MUTHUPERUMAL
Marital Status	: Married
Nationality	: Indian
Native	: Bangalore, Karnataka
Languages Known	: English, Tamil, Kannada & Hindi

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date: 06-AUG-2016

Signature

Place: Bangalore

NEELAKANTAN.M