

**Contact Details**

Phone :+91-80-25285981
 Mobile:+91 98450 33296
 Email :somsk@gmail.com

Objectives:

To strive with the challenges, create opportunity to learn, excel and leave behind the best impression.

Professional Experience:

Totally around 25 + years of Total experience.

Presently working as Director HR & Admin – In a B2B portal Development Company

Around 6 years as Vice President – Operations in a Software Company

Around 7 years as Manager Accounts & Administration in Software Company

Around 9 years as Manager - Franchise Garment Retail & distribution in a Garment Exporters.

Around 6 years as Accountant, coordinate, EDP In charge etc., Garment Exporters.

Professional Experience:**1. Current Employer****Captiveway India Solutions Pvt Ltd., Bangalore ,**

HQ in Singapore and offices at France

Designation : **Director – HR & Admin**
 Period : April 2014 – till date.
 Location : Bangalore, Karnataka

Company Profile: Captiveway is developing a B2B market place platform to promote bilateral trade between countries, which covers market expansion & offshore initiatives in Asia, Europe & the Middle East.

Captiveway originates from France is head quartered in Singapore

and is supported by the dedicated ODCs across Paris, Bangalore, Pondicherry, Chennai and Dubai.

Captiveway assists and advises its clients in the what to, how to, when to and where to of executing their outsourcing strategies. Captiveway's goal is to guide its clients in their personal, corporate and strategic efforts to take advantage of the offshoring opportunities, as well as overcome the challenges. Captiveway is an independent advisor to outsourcing companies and their offshore partners. Based on certified industrial tools, our team of experts comprising Ex-CIOs, senior corporate level management executives helps our clients

Job Description:

- ❖ Global Head HR & Admin.
- ❖ Staff recruitment, retention and terminations
- ❖ Maintenance of personnel files and Personnel Action Forms
- ❖ Benefits administration and staff compensation
- ❖ Counsel and advice to staff on personal and work related issues including providing guidance and direction to management team and employees on human resource.
- ❖ Develop, manage and implement personnel policies.
- ❖ Co ordinate in developing a Human Resource Information System (HRIS)
- ❖ Communicate and ensure compliance and consistency with office practices and policies and compliance with all employment related laws

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- ❖ Work with staff and management to facilitate staff development and training opportunities
- ❖ Effectively interface with all levels of the organization to coordinate and oversee all of the people-related and office management activities
- ❖ Make certain that all administrative systems and processes are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction
- ❖ Heading the Facility Management globally.
- ❖ Expansion of Office and New office set in New places.
- ❖ Heading the Vendor Management.
- ❖ Take of requirement from all department and follow with vendors for supply and co ordinate with the vendor in good quality.

2) **NeoSoft Technologies Pvt Ltd., Bangalore,**

(Group office at HK, Colombo, Egypt & UK)

Designation : **Vice President – Operations**
Period : March 2008 – till date.
Location : Bangalore, Karnataka

Company Profile: NeoSoft /ExcelSoft is a professionally managed software Development and services company, headquartered in Bangalore, India, with additional development and marketing facilities in the form of our group companies, based in Colombo, Sri Lanka and Hong Kong. We are part of the group *Exce/ Global Holding* - a \$50 million multinational group.

Working innovatively with our highly recognized business partners in Asia, Europe and USA, we are an absolutely forward thinking company with the resources and expertise to provide comprehensive solutions to the world market based on our quality experience and expertise in software applications and solutions.

To this end, we are equipped with two state of the art development centres in Bangalore and Colombo connected by high speed internet and satellite links. These centres are equipped with latest hardware and software including IBM iSeries (AS400), Unix/Linux servers and Windows NT/2000 servers.

Job Description:

- ❖ Position next to the CEO in the company.
- ❖ Controlling all the departments. All departments' report to me except the Software development.
- ❖ Reporting to the Chairman of the company.

ii) Designation : **Manager – Accounts & Administration.**
Period : June 2000- Feb 2008.
Location : Bangalore, Karnataka

Job Description: I was the second leading head in the company. Working since the inception in India.

Passport Details:

Passport No:

L9073037473788

Issued at : Bangalore

Valid Till : May 05, 2024

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- ❖ Heading the Accounts, Administration, Facility, HR, Purchases, Sales and Support Department. Heading Support team of our ERP system.
- ❖ Was in-charge to set up a new office in Bangalore when the company went for a expansion. Finished the entire project in a record time of 45 days. Total 5000 Sq ft. Was In-Charge of the STPI matters. Got the certification done in one month time.
- ❖ The company got the **ISO -9001-2000** certification during this period.
- ❖ Was in charge to set a Garment manufacturing unit at Tiruppur for the Group Company. Right from the land selection to start of the factory functioning. Complete the project successfully(40,000 Sq ft)
- ❖ Traveled to Kenya and signed up a project for the company in one sitting.
- ❖ Identified and signed up with a partner in Kenya, for our products.
- ❖ Traveled to Dubai for Identifying the Partners.
- ❖ Was Project Leader for Two ERP Solution Implementation-One in Kenya and One in India (7 Location) Completed the project as per schedule.

3. Gokaldas Exports Ltd., Garment Exporters, ISO 9001:2000 Certified

Designation : **Manager – Franchise**
Period : Year 1992 – May 2000.
Location : Bangalore, India

Company Profile: Gokaldas Exports is a major player in the readymade garment industry across the globe. We have a heritage of leadership to honor and preserve. Incorporated in 1979, based in Bangalore, India .One of India's largest manufacturer /exporters and recipients of highest awards since 1980. 40 fully equipped, modern, manufacturing factories, all based in Bangalore. Specialised in manufacture of Outerwear, Blazers and Pants (Formal and Casuals), Shorts, Shirts, Blouses, Denim Wear, Swim Wear, Active and Sports Wear. **An ISO 9001:2000 Certified Company.**Capacity to produce and export 2.5 million garments a month. 40,000 employees. A fully fledged in-house design team creating and developing exciting collections each season.

Job Description:

- ❖ Heading the Retail Garments Division all over India called “**The Wearhouse**” (58 showrooms)
- ❖ Heading the Distribution center, Co ordinate with the production for the latest fashion and the requirements.
- ❖ Co-Ordinate with Showroom In sales and update about the new product
- ❖ During my tenure added 46 new showrooms all over India.
- ❖ Maintain the record of sale region wise monthly, weekly etc.,
- ❖ Co-ordinate with the production Manager in Production, designing, availability,
- ❖ Selection of fabrics, delivery and new developments.
- ❖ Heading the of EDP matters of Company showrooms and Distribution Centers.
- ❖ Heading the Discount sales all over India.
- ❖ Give Training to the Showrooms Manager at the Showrooms. Opening of the new showrooms and attend press meeting outside Bangalore to update the products
- ❖ Setting up of the new Showrooms. Give training to the Franchise at the Showrooms. Heading the Accounts department.

Personal Data:

Sex : Male
Nationality : Indian
Marital Status : Married

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Gokaldas Exports Ltd., Garment Exporters, ISO 9001:2000 Certified

Designation : **Accountant, coordinator & EDP In charge**
Period : Year 1984-1992
Location : Bangalore, India

Job Description:

Joined Gokaldas Exports as an Accountant till 1986, Worked as a Coordinator to EDP Department and Accounts, other departments to computerize the Entire office. Successfully computerized the office in record time of Three Years.

- ❖ Maintaining of Factory accounts for 6 months, up to finalization.
- ❖ Maintaining of Fabric Suppliers parties ledger.
- ❖ Weekly payments to the Suppliers.
- ❖ Developed a complete New Systems of Inward and Outward systems for the go-down and Stores.
- ❖ Maintaining of Accounts of six manufacturing unit.
- ❖ Entire Accounts was Computerized during these period.
- ❖ One year co ordinate to do the development and three years for computerization.
- ❖ Co-ordinate with Accounts, fabrics & other dept to EDP for Computerizing the entire Office. Totally 3 Office and 30 Factories accounts were computerized with very big resistance from the users, the entire office was computerized.

4. Iqbal Khan & Company (Chartered Accountant)

Designation : **Accounts cum Audit Assistant**
Period : Year 1982-1984
Location : Bangalore, India

Job Description:

- ❖ Maintaining of Accounts - couple of companies.
- ❖ Auditing of books of accounts for Maini Precession Products, Globe Express Travels Ltd and couple of other companies

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Educational qualifications:

❖ **B.Com:** From Bangalore University, Bangalore.

❖ **M.B.A :** From Annamalai University, Tamil Nadu

Extra Curricular: Sports

Member of the Bangalore University Football Team in 1981
(Entered Semi-Finals in Inter University Tournament)

Member of the College Football Team for Three years.
(Bangalore University Champions)

Member of the Local League Football Club for Five Year

College Athletic Champion for Three Years.

Member and Captain of the School Foot-ball Team

Captain of the School Kho –Kho Team.
(Started the Team and reached up to District Level Tournament)

Organizing member for the School District Level Sports Meet for Five Years.
(From 1980 to 1985)

Organizing Secretary of HAL Colony Ball Badminton Club.
(Conducted Three Tournaments 1979-1983)

Secretary of the Joyful Youth Club for Two years.
(Conducted many tournaments in many games 1980 – 1982.)

President of Local Badminton Club
(Conducted Tournament Every Year)

Declaration:

If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.

All the above Information provided is true to the best of my knowledge.

Thank you

Yours faithfully

KARAI SINGARAM SOMASUNDER

Place: Bangalore, India