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| ***91 + 9542799000***  ***Praveenkumar.s2212@gmail.com***  ***House No. LIG.187, Nethaji Nagar,***  ***Bellary– 583101*** | **PRAVEEN KUMAR.S** |

***Manager-Admin & Operations***

**Professional Profile**

* A dynamic professional with **over 4 years** of experience in **Administration**
* Presently associated with Wilshire Software Technologies Hyderabad as a Manager-Operations
* Expertise in working on budget for corporate Trainings
* Expertise in carrying out vendor Management & Facilities Management in Administration
* An effective communicator with strong interpersonal, negotiation, inter-personal and problem-solving skills to perform with honesty, reliability and hardworking direction

**CAREER REVIEW**

**Growth Path:**

Jun’ 11 – Nov’ 14 Manager-Administrative

Nov’14 - Present Manager-operations

**Company: Magus Computus Systems & Solutions (P) Ltd Banjara Hills, Hyderabad-500034**

**Responsibilities as Manager-Admin (June-11 to Nov-14)**

* Interacting with vendors , participating in negotiations with vendors
* Housekeeping office Maintenance (Office premises and assets), operational and periodical
* Maintenance of all electrical / mechanical systems / equipment’s.
* Making proper arrangements for Stay and transportation if needed, Booking conference rooms and arranging all other necessary arrangements i.e. projector screens etc. End to End admin related activities
* Processing of Monthly bills like vendors bills, contractors, telephone and supplier bills and follow-up for payments with accounts department
* Handling petty cash
* Maintaining records of incoming and outgoing materials
* Handling the annual maintenance contracts and maintaining the records
* Preparation of purchase order and purchase request based on quotations, getting approval from department heads
* Other day to day administrative activities

**Company:** **Wilshire Software Technologies, Kondapur , Hyderabad-500084**

**Responsibilities as Manager-Operations (Nov-14- Present)**

* Scheduling periodic meeting once in by weekly with the staff to get all updates.
* Petty Cash vouchers should be maintained promptly and send it to main branch on every month as per Accounts Dept. instructions.
* Every day collection should be deposited in the bank on same day and any collection after deposit, need to send to bank on next day without fail
* Website need to be monitored for any update required and the same has to be shared with R&D dept.
* Scheduling the corporate training
* Make sure Lab attendance is taken on daily basis
* Sunday Lab planning (if required) in co-ordination with management
* Hard-ware Checking (with the help of HW person) in all Labs on daily basis
* Observe Feedback History religiously
* Advertising and Marketing
* Achieving monthly revenue target

**ACADEMIA**

* **BBM** from Matha Institute of Management, Bellary in 2011
* PUC ( Arts ) from St.Jhons collage, Bellary
* SSLC from Vianney Vidhayalaya High School, Bellary

**SKILLS**

* Skillfulness in using:
* MS Office Suite (Word, Excel & PowerPoint)
* Internet Applications

**PERSONAL DETAILS**

Date of Birth: 22nd December, 1986

Address: House No. LIG.187, Nethaji Nagar , Bellary-583101

Languages Known: English, Hindi, Telugu and Kannada

Nationality: Indian

Marital Status: Single

**DECLARATION**

**I hereby declare that the information given above is true to the best of my knowledge.**

**Place : Hyderabad**

**Date :**  **(S.PRAVEEN KUMAR)**