**ANTONY JOSEPH.P**

**Email :** [**antonymgmt17@gmail.com**](mailto:antonymgmt17@gmail.com)

**Mobile No : +919942502313**

**EXECUTIVE - PROJECT OPERATION ADMINISTRATION**

**PROFESSIONAL SUMMARY**

**General Management Team Manager**  professional with over **9** years progressive experience in Organization management strategic planning, improving operational efficiency, team building and project management in different industry

**EXECUTIVE SUMMARY**

Had been worked as Project associate for Interior design implementations with Tecera innovations Second is project co coordinator Boiler design and site support co coordinator with BWE energy Third is ERP Implementation client support manager with STC

**CAPABLITY**

Associate support management . Planning Organizing staffing ,Motivating directing co coordinating controlling ,Executive Operation administration, corporate management, business support., Site Client co ordination .

**AREAS OF STRENGTH**

**Corporate operations Corporate communication** Executive management support

Team leadershipOrganizational and planning Project and support

Process improvementExcellent Team PlayerCSR support

HO & Branch Operations support **Public affair**  **Strategy**  **Resourcing** **Technology** Staff & Employee Relationship Procedure development

**ADDITIONAL KNOWLEDGE**

Relationship Management Training and development Market research and analysis

Ability to plan & organizeStrong sense of leadership skills

* **PERSONAL QUALITIES LANGUAGES SKILL** **PLACE OF WORKED**

**Enthusiasm** English Bangalore , Mangalore

**Resourcefulness ,** Tamil, Chennai

**Ability integrate**  Malayalam Cochin,Ernakulam

**self discipline ,** Telugu Hyderabad , Vijawada

**Good nature ,** Hindi Kolkata

**Initiative .** Basha Malayu Basha Indonesia Malaysia

**COMPUTER SKILLS & KNOWELDGE**

**Windows Server access Hardware Tools**

Windows Server Service User configuration Hardware & networking MS Office

Windows XP DHCP Domain creation Printer Word, Excel

Windows 7 OS installation CCTV & FF Alarm Power Point

**ACADEMIC CREDENTIALS**

* **DIPLOMA - Electrical and Electronics Engineering .** October - **2005**
* **MBA - Master of Business Administration .** June **- 2013**

**Specializations -- Business Administration - Information Technologies & Networking**

* **BPA pursuing -** **Bachelor of Public Administration *-*** **Alagappa University May 2018**

**PREVIOUS CAREER HISTORY**

**TECERA INNOVATION P LTD ( Kakanad Cochin Kerela Oct 2016 - Completed Notice period -**

**PROJECT OPERATION MANAGER ( Handling managed operations, Planning and business )**

* Ensures staff and Board have sufficient and up-to-date information.
* Manage staff, preparing work schedules and assigning specific duties.
* Looks to the future for change opportunities.
* Interfaces between Board and employees.
* Formulates policies and planning recommendations to the Board and Implements plans.
* Manages and monitoring support with human resources of organization.
* Establish and carry out departmental or organizational goals, policies, and procedures.
* Supports operations and administration of Board by advising and informing Board members.
* Manage monitoring Employee Salary preparing ESI PF Updates and status.

**AIR SKY WATER SOLUTION Sdn Bhd** , kajang , Kuala Lumpur Jan 2014 To July 2016

( Air sky water its pure water generate from humidity .Air sky water is the authorized dealer of Malaysia )

**Business Project Manager ( Operations General affairs , business supports Planning communications )**

* Handled Manage business Operation, brand promo ,Shipping logistic Business meet with Malaysia Singapore Thailand Indonesia .
* To Build Structured and implemented process and policies in the areas of Product training, structures, benefits packages, incentives and new employee orientation.
* Involved MOU official agreement s , Quotation Invoice purchase and conducting vendor and suppliers .
* Business operation and Administration head Office operations , Monitoring Inventory, Maintain the AMC For Asserts, Housekeeping with Team co ordinations .
* Involved company website, pamphlets advertisement, to business development process .
* Provides job candidates screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
* Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
* Accomplishes human resources department and organization mission by completing related results as needed.
* Monitoring Day to day office activities keep maintain MIS documents.
* Implementing All Planning For Purchasing, Procedures, And Involved Quotation And Invoice.

**BWE ENERGY INDIA P LTD – ( HO DENMARK ) Consultant General corporate affair -**Chennai Aug 2012 to Dec 13

BWE is an international Hi-Tech company that meets the market demand through development, design biomass steam boilers energy

* Handling General Administration Work Of Office, Inventory, Maintain The AMC For Asserts, Housekeeping Et
* Operations Assets across Multiple Locations. And Involved Internal Audit For Asset Maintains.
* Managed Corporate And Staff Facilities Managements .Monitoring Of System Activity.
* Maintain Asset Management Database &Ensure Of All Infrastructure Hardware Asset Also Manage With Site.
* Managed Monthly, Weekly, Day To Day Maintains of Branch Asserts,
* Maintains Knowledge Of Software Or Hardware Changes And Planning Changes Appropriate In Response To Business
* Made travel arrangements including booking hotels and arranging for transportation.
* Coordinated meetings and ensured that conference room was ready for in-house meetings.
* Maintain IT Desktop Server LAN Wan Networks Day To Day Trouble Shooting .
* IT –Managed IBM Servers X3500 And 3400 HP Desktops LAN WAN Networks Lotus Mail .

STC TECHNOLOGY INDIA PRIVATE LIMITTED CHENNAIJan 2011 to July 2012

Administrative Executive officer Thambarram branch chennai

* **PERSONAL DETAILS :**

Marital Status Single ,34 , Passport No. : K1953580 , Date of Expiry :19-12-2022

**Permanent & present Address:**

No. 9, Perumal Koil St, Porayar (PO) , Tranquebar (TK) Nagapattinam (DT), Tamil Nadu (ST) INDIA

**Declaration:**

I Hereby Declare That All The Statements Made In The Above Resume Are True To The Best Of My Knowledge And Belief.

( ANTONY JOSEPH.P)