

RAVINDRA GURUMATH

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Work Experience – Current

Hitachi Lift India Pvt Ltd – Senior Group Executive Administration

(April 2019 – Till Date)

Facility Management & Office Administration

- To carry out Repair & Maintenance activities for fixtures and furniture across South Region offices
- AMC of Office Equipment's – Office chairs, HVAC, Office battery, Pest control
- Supervising Housekeeping operations
- Monitoring & Co-ordinating for Courier Services
- Office Relocation, Seat Allocation
- Coordinating warehouse activities, including stock monitoring, receiving, and dispatching products.
- Supervising office maintenance, building maintenance.
- Complete handling of contractual agreement of HLI in south region
- Coordinate with all the other departments such as finance, legal, HR, SCM to ensure seamless working experience for the employees.

Travel Desk

- International & Domestic Flight Ticket Booking
- Visa & Forex Arrangement for International Travel
- Hotel Booking for Domestic Travel
- Arrangement of Guest Local Transportation

Vendor Management & Purchasing

- Sourcing of New Vendor as & when required, Vendor Registration
- Purchasing Fixed Assets, Stationary, HK Material
- Checking & Processing Vendor Invoices & Maintaining Record in Soft Copy
- Vendor Payment follow up & Updating to Vendor
- Followed up with vendors on outstanding GST payments and ensured timely clearance of dues.

SAP PR Creation

- Led the end-to-end SAP PR creation process, ensuring accuracy in item details, vendor selection, and compliance with procurement policies.
- Ensured proper approval workflows for all requisitions, routing them through necessary channels to guarantee timely processing.

Fixed Asset Management

- Maintaining Record of Fixed Asset
- Asset Tagging & Physical Verification of Assets
- Disposal of Non-Functional Assets

Petty Cash Management

- Handling Petty Cash for admin expenses
- Generating & Submitting Petty Cash Report to Finance

Event Management

- Planning & Execution of Company Events like Diwali Party, Annual Family Picnic
- Tie up with NGO to perform social welfare activities.

Statutory Compliance

- Keeping Track & Record of Licenses S&E, Trade license, Electrical Contractor, Lift Contractor License etc.
- Co-ordination for Renewal of Licenses as & when required.
- Providing / Submitting required documents for Renewals of Licenses

HR Co-Ordination

- Conducting Joining & Exit Formalities & New Joiner Induction

Personal Details

Date of Birth: 26th March 1984

Marital Status: Married

Education

B.A(2001 – 2004)

Shivaji Arts & Science College Karwar

M.A- Economics (2004-2006)

Karnataka University Dharwad

Computer Skills

MS Office – Excel, Word, PowerPoint

Awards and Honours

- Hitachi Global Award Japan- Won bronze prize for contribution towards sustainable society during pandemic in 2020-21.
- Hitachi Lift India-Award to Appreciation & Recognition impeccable performance & excellence at work in FY-2022 and FY-2023
- Hitachi Global Award Japan- 3rd Prize: Good Performance Award for BSBU Health & Safety Award-2024
- Hitachi Global Award Japan- BSBU Group Identity Award Jury's Special Award-2024

Languages Known

Kannada, English, Hindi

Interests

Music -Hindustani Classical Tabla player

Indoor- Outdoor games

- Leave and Attendance Management

IT Management

- Supervise & Allocate work to IT Engineer
- Allocation of IT Assets
- Ensuring working condition of IT assets

Past Career Summary

BVG India Ltd- Asst. Manager Admin

(September 2016 –January 2019)

- Approval & Processing vendor bills, Employee local conveyance and travel claim -South region
- Travel Arrangement & Hotel Booking-South region.
- HR Coordination Employee Joining formalities.
- Preparing monthly MIS Reports and handling overtime process of the drivers & office boys.
- Pantry management
- Facility maintenance
- Distributing uniforms and transporting machinery parts- South region

Jamnallal Bajaj Vishwaneedam – Senior Executive HR & Admin

(September 2015– April 2016)

- Process and record of Employees and Labors attendance, leave, Salary/wage payouts, employee health insurance and renewal of the Licenses and agreements.
- Overall responsible for admin which includes Vendor management, accommodation, transport, campus maintenance, Facility Management, Coordinating and organizing all Vocational Training Events, office Events, trust asset etc.,

Ganjam Nagappa & Son Pvt. Ltd. – Executive Administrative

(June 2008 – September 2015)

- Maintain the employee time data for payroll, Salary, leave and overtime process.
- Handling the labour employee's statutory compliance and records
- Deduction of filling of tax (TDS, Professional tax, Income tax) and banking related activities
- General routine administration activities like supervision of security services, housekeeping activities, electrical, generator maintenance, LPGs and Oxygen Cylinder requirement, Procurement of Jewellery consumables, stationeries and housekeeping items
- To Conducting First Aid Training & Fire Fighter Training
- Also involved in operation of Hotel Ganjam Group

ICICI Bank – Executive Credit Operation

(October 2006 – December 2007)

- Checking, Verification & Process the loan documents.
- Preparation of CAM (Credit Approval Memorandum) for Tractor loan
- Preparing MIS documents on loan status data
- Interacting with Sales Manager & Credit Manager about loan status
- Interacting with RMA (Rural Marketing Associates) on documents

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

Date:

Place: Bengaluru

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