

MANJUANATHA D

Senior Admin Executive

#295, Subramanya Nagar, Dommasandra, Bangalore 562 125

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Professional Summary

Senior Admin Executive with solid experience in educational administration, office management, staff coordination, documentation, and student support services. Highly organized, efficient, and skilled in ensuring smooth institutional operations with strong communication and multitasking abilities.

Key Skills

Office & Facility Management, Procurement & Vendor Coordination, AMC & Contract Management, ERP Systems: Rental & Landlord Payment Management, Technical Coordination (IT, Electrical, AC, Lift, etc.), HR & Staff Support, Vendor Relationship & Payment Handling, Travel Ticketing & Transport Coordination

Professional Experience

Senior Admin Executive— Administration & Facility Management

International School of Management Excellence | Nov 2024 –Till Now 2026| Bengaluru, Karnataka

- Manage day-to-day administrative operations of the educational institution efficiently.
- Coordinate with management, faculty, staff, students, and parents for smooth communication and workflow.
- Maintain student records, staff records, attendance, and institutional documentation accurately.
- Handle admission procedures, enrollment documentation, and student database management.
- Prepare reports, official correspondence, circulars, and administrative documents.
- Organize academic schedules, meetings, examinations, events, seminars, and workshops.
- Supervise front office operations and provide administrative support to various departments.
- Ensure compliance with institutional policies, educational regulations, and administrative procedures.
- Coordinate with vendors, service providers, and maintenance teams for campus operations.

- Manage inventory, office supplies, and procurement activities.
- Support HR-related activities including staff onboarding, attendance monitoring, and leave management.
- Handle confidential information and maintain data security with professionalism.
- Resolve administrative issues and respond to inquiries from students, parents, and staff promptly.
- Monitor office efficiency and recommend process improvements for better operational performance.
- Maintain proper filing systems, digital records, and document archiving.

Admin Executive – Facility & Administration

One World International School. | Feb 2018 – Nov 2024 | Bengaluru, Karnataka

- **Vendor Management:** Collection of required quotation, finalize the rates & short list the vendor, Obtain approval from Manager.
- **Maintenance of Office equipment:** Ensure AMC of Generator, Air conditioners, Fire Equipment's, Computers, Printers. Preparation of contract, obtaining service as per the agreement.
- **Canteen Management:** Ensure food should be served as per the Menu provided by management, Food tasting, Overlook canteen sale, and ensure cleanliness of kitchen & cafeteria.
- **Store Management:** Ensure timely preparation of Purchase order/Service Contract/Work Orders. Ensure timely delivery of material to the respective dept. Ensure required documents to be submitted along with the bills. Ensure Purchase Bills pending should be ZERO in every month. Stock taking once in a month. Recording office expenditure and managing the budget.
- **Statutory Documentation (Vendor Management):** Collection of required reports from Contract vendors. Ensure collection of invoice along with required documents and checking of monthly invoice and forward to stores to prepare service contract and to accounts dept. to process for payment.
- **Affiliation:** Preparation of reports required for NOC, and ICSE affiliation. Preparation and Coordination work related to Affiliation. Self-Correspondence pertaining to all official matters.
- **General Administration:** Marketing activity. Providing fixed asset as per the Logic. Coordination with local authorities like, Electricity, telephone, RTO, Police dept. Hotel & Cab arrangements for Guests. Train & Air Ticket booking. Arrangement of Sports day, Birth day parties, functions. Ensure smooth functioning of day to day activities.
- Student detail updation in SATS portal & Udise portal

Administration Assistant

McAfee Software (I) Pvt Ltd as Contract (Avon Solutions & Logistics Pvt Ltd) | June 2015 – Aug 2017 | Bengaluru, Karnataka

- Provide administrative and clerical support to management and departmental teams.
- Manage office operations including filing, documentation, data entry, and record maintenance.
- Handle incoming calls, emails, correspondence, and front office coordination professionally.
- Schedule meetings, appointments, travel arrangements, and conference room bookings.
- Prepare reports, presentations, spreadsheets, and official documents as required.
- Maintain office supplies inventory and coordinate procurement activities with vendors.
- Support HR and finance departments with documentation, attendance records, invoices, and employee files.
- Coordinate internal communication between departments and external communication with clients/vendors.
- Organize company events, meetings, training sessions, and employee engagement activities.
- Ensure proper maintenance of office equipment and coordinate with service providers when necessary.
- Assist in maintaining confidential records and company documents securely.
- Monitor administrative processes and support smooth day-to-day office functioning.
- Handle courier services, dispatches, and document tracking activities.
- Support compliance with company policies, procedures, and administrative standards.
- Respond to employee and client inquiries in a timely and professional manner.

Education

Bachelor of Commerce (B. Com) – R J S College, Bangalore University | June 2015

PUC – Agara Govt. College - Pre University Board Bangalore, Karnataka | March 2012

SSLC – D M M H School - Secondary Education Board Bangalore, Karnataka | March 2009

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I take full responsibility for any discrepancy in the information provided.

Place: Bangalore

Date:

(Manjunatha D)