

Mr. K.N.SWAMY
18, Dhyvanugraha Nilaya,
6th Cross, Escorts Engineer Layout
Attur Layout, Yelahanka New Town,
Bangalore-560 064.

Cell: +919945762076.

E Mail ID: knsswamys@gmail.com

Dear Hiring Manager,

I am an experienced Administrative Manager/ Marketing/HR with total **15+ years** of experience in streamlining operations, driving process improvements, and delivering cost savings.

I have a proven track record of success in managing teams, developing strategic plans, and ensuring the highest levels of customer service.

My skills in organization, communication, and problem-solving have enabled me to successfully handle a wide range of administrative tasks and projects.”

I also had been heavily involved in End-to-End Process Development. I possess excellent communication skills which firmly believe to be a most valuable attribute in any position.

I also possess another powerful intangible quality – attention to detail! This is truly my strong suit I am eager to show that my intelligence competence maturity and enthusiasm will be a positive contribution to your organization.

I welcome the challenge to perform multiple activities.

Best regards,

K.N.Swamy

P.S. Thank you in advance for your consideration in what I have to offer.

Enclosure: Resume

RESUME

K.N.SWAMY

Email: knsswamys@gmail.com

Mob: 9945762076

OBJECTIVE

"A highly organized and detail-oriented Administrative Manager/Marketing/HR with total 15+ years of experience in streamlining operations and managing diverse administrative functions, seeking a challenging role in a dynamic Indian company to leverage expertise in team leadership, process optimization, and efficient office management to drive operational excellence and support organizational growth."

EMPLOYMENT CHRONICLE

Domain Expertise

1) Institution – New Horizon Educational Institution

Designation – **Administrator**

Experience – **November 2022 – February 2025**

- To be responsible for day-to-day administrative functions and execution of policies, procedures, and practices of administrative activities.
- Examination Duties :-Must ensure smooth functioning of the University examinations & Liaison with University for any issues raised with respect to examinations
- Support executive staff: Provide administrative support to executives, including scheduling meetings, managing calendars, and handling correspondence.
- To be a liaison with college architects for physical developments of the building blocks.
- Maintain records: Organize and maintain files and records, ensuring confidentiality and security of data.
- To perform additional support for arrangements of logistics on Orientation day, Parents Teacher meeting, Graduation Day, Traditional Day, Conferences, Industrial visits, Academic Council meetings and other events.
- To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret college policies and programs accurately and constructively.
- Accountable to monitor and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- To review all administrative systems like transportation system, canteen maintenance, infrastructure auditing and provide suggestions to respective members as and when required.

2) Institution – Regional College of Management

Designation – **Administration Assistant**

Experience – **August 2018 – October 2022**

- Oversee office budget: Manage office budgets, track expenses, and handle invoicing and payments
- Performed payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Collected and deposited money into accounts, disbursed funds from cash accounts to pay bills or invoices, kept records of collections and disbursements, and ensured accounts were balanced.
- Operated office equipment, such as fax machines, copiers, or phone systems and arranged for repairs when equipment is working and responsible for stocking office supplies and equipment.

3) Company – **VIFT**

Designation: - **Admin/HR Executive**

Experience – **Jan 2015 – July 2018**

- Streamlining HR Processes to ensure operations runs smoothly
- Handle external correspondence, such as emails, calls, and official letters.
- Oversee facility management, including maintenance, cleanliness, and compliance with safety standards..
- To supervise and monitor the transport operations with the coordination of transport-in-charge and ensure all the set guidelines are followed in the transportation system.

4) Company – **Mpower**

Designation – **Assistant Manager- (MARKETING)**

Experience – **Jan 2010 – Nov 2014**

Arya Omni talk has also pioneered Mobile Data Solutions as part of their vision to become India's most respected Mobile Resource Management.

Roles & Responsibilities:-

- Planning, documentation, analysis and business requirements, management techniques.
- Engaged with client & operation team to execute the new project.
- Prepare variety of Marketing collaterals (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Flexible in working under changing and different work settings, by maintaining high team morale...

4) Company – **System Tech**

Designation– **Business Analyst**

Experience – **July 2008- 2009**

System Tech is a Premier Business Partners for HP, IBM, Lenovo and Gold Partners for Microsoft. They also implement ERP in alliance with SAP.

Roles & Responsibilities:-

- Involved in various strategic initiatives, forecasting the revenue, building a sales & operational team that could be successfully used.
- Conducting Market Research survey for various New Products in Market.

Key Result Areas:-

- Time Management
- Customer Service Relationship Management
- Systematizing & Organizing data
- Team Handling & People Management
- Administration/Operation Management

Skills/Qualifications: Administrative Skills, Self-Development, Attention to Detail, Performance Management, Project Analyst, Foster Teamwork, Supervision, and Business Knowledge.

SCHOLASTICS

2009 - PGDPM&IR (Human Resource) from Annamalai University, Tamil Nadu with aggregate of **60.00%**

2009 – M.Phil from Vinayaka Mission University, Salem with aggregate of **58.00%**

2008 - MBA (Marketing) from Nitte Meenakshi Institute of Technology, Visveswaraya Technological University with aggregate of **73.00%**

2006 - B.Com from Seshadripuram College, Bangalore University with aggregate of **70.28%**

2003 - PUC from Board of Public Examination Karnataka, from Seshadripuram Pre- university Composite College, Yelahanka, Bangalore with **78.50%**.

2001 - SSLC from Board of Public Examination Karnataka, from Seshadripuram High School, Yelahanka, Bangalore with **72.80%**.

LANGUAGES KNOWN

Language	To Speak	To Read	To Write
English	✓	✓	✓
Kannada	✓	✓	✓
Hindi	✓	✓	✓

PERSONAL SKILLS

➤ Leadership Skills Problem Solving Customer Service Time Management

ACHIEVEMENT & PROJECTS

Accreditation: - Honored as a **Best Young Dynamic Asst Manager** from company, FY 2011-2012 for bagging an Order & Execution of project to the client Toyota Kirloskar Motors pvt Ltd (Bidadi).

Company : Bharat Sanchar Nigam Limited

Topic : Performance Evaluation of Customer Service Centre, Bangalore.

Description : Highlights the Customer Satisfaction in various Customer service Centers.

PERSONAL VITAE

Name : **Mr. K. N. Swamy**

Father Name : Mr. R. Krishna Murthy

Permanent Address : # 18, 6th Cross, Escorts Engineers Layout, Near Attur layout, Yelahanka New Town, Bangalore – 560 064.

Date of Birth : 4th Feb. 1986.

Marital Status : Married.

Domicile : Karnataka.

Nationality : Indian.

DECLARATION

I hereby declare that the above information provided by me is factually correct to the best of my knowledge and belief. If given a chance, I will try my level best to come true to your aspirations.

Place : Bangalore.

Date :

K.N.SWAMY