

NATARAJ M

K Mallasandra, Nadavathi post, Hosakote Taluk,

Bangalore Rural – 560067

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Career Objective

To be associative with an organization where there is ample scope for both organization and personal growth. Take up challenging assignment to build and improve on my current skills and develop new skills and upwards thrust is what I am in search of.

Education

-ITI Devanahalli Govt College

-Degree (Bachelor Of Arts) Govt First Grade College Chikballapur

-2nd PUC (Arts HEPS)Govt PU College Chikballapur

-SSLCRHS Avathi Bangalore Rural

Experience

Current Company (6) Garden City University Campus Manager

Previous company (5)-Presidency University Campus Manager 3 Years

Previous company (4)- Orchids the International School as CIC 1.5 Years

Previous company (3)-Delhi Public School Bangalore East as School Manager for 2 Years.

Previous company (2)- Reva Institutions, as CIC (Compass In charge) For 2 Years.

Previous company (1)- Janani School as Facility Manager for 3 Years.

Computer Skills

Operations System -Windows 7, Windows XP and Windows OS,

MS Office -Microsoft Office with good MS Excel skills

-Internet and e-mail Operations

Professional Experience

Current company with, as Garden City University Campus Manager

Roles & Responsibilities

- *Creating and implementing campus security .*
- *Maintain Cleanliness and Security of campus.*
- *Guiding housekeeping staff.*
- *Listing the duties.*
- *Vendor Management.*
- *Building maintenance related issues.*
- *Campus beautification*
- *Field trips arrangements*
- *Taking permission from concern persons for field trips*
- *Maintenance of stationary for classrooms and teachers*
- *Takings the correct count of stuff*

Previously worked with Presidency University, as Campus Manager for 3 Years

Roles & Responsibilities

- *Facilities Upkeep and Improvement.*
 - *Supporting People.*
 - *Business development*
 - *Health & Safety*
 - *Physical fitness for longer shifts/working hours*
 - *Maintain a clean and mechanically sound bus at all times.*
 - *Ensure the safety of all employees & corporate guests when entering and leaving the bus.*
 - *Worked for Safety & Security In charge for the Hotel Building.*
 - *Regularly checking vehicle safety such as tires, brakes, turn signals and mechanical equipment*
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Previously worked with Orchids the International School as CIC 1.5 Years

Roles & Responsibilities

- *Campus beautification*
- *Digi boards checking*
- *Wi-Fi connection checking*
- *Campus security*
- *Soft boards checking*
- *Field trips arrangements*
- *Taking permission from concern persons for field trips*
- *Maintenance of stationary for classrooms and teachers*
- *Takings the correct count of stuff*
- *Arranging NAPC scanners for all the Co colastic team*
- *Necessary Arrangements for informery*
- *Arrangements for principal , teachers, COD s staff rooms*
- *Attending the meetings and implementing all the points mentioned in the meetings*

Previously worked with Delhi Public School Bangalore East as School Manager

Roles & Responsibilities

- *Campus beautification*
- *Digi boards checking*
- *Wi-Fi connection checking*
- *Campus security*
- *Soft boards checking*
- *Field trips arrangements*
- *Taking permission from concern persons for field trips*
- *Maintenance of stationary for classrooms and teachers*
- *Takings the correct count of stuff*
- *Arranging NAPC scanners for all the Co colastic team*
- *Necessary Arrangements for informery*
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- *Attending the meetings and implementing all the points mentioned in the meetings*

Previously worked with Janani School as Facility Manager for 3 Years.

- *Campus beautification*
- *Digi boards checking*
- *Wi-Fi connection checking*
- *Campus security*
- *Soft boards checking*
- *Field trips arrangements*
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- *Attending the meetings and implementing all the points mentioned in the meetings*
- *Arrangements for assembly PA system*

Personal Details

Name	:	Nataraj M
Father's Name	:	Muniyappa
Date of Birth	:	21st April, 1984
Gender	:	Male
Linguistic Proficiency	:	English, Kannada, Hindi, Telugu & Tamil
Contact Number	:	+91 9880084783
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Indian

Declaration

I do hereby declare that all the above information and facts stated herein above are true and correct to the best of my knowledge.

Date:

Place: Bangalore

(NATARAJ M)
