

CURRICULUM VITAE

SHIVASWAMY M

Manager – Administration
Chrysalis High (A CBSE School),
Bengaluru



SUMMARY & KEY STRENGTHS

- Results-driven professional with 12+ years of experience in leading administrative teams, driving daily operations, and providing exceptional support in office administration & team management
- Proven expertise in coordinating day-to-day office functions, ensuring adherence to SOPs and achieving Service Level Agreement (SLA) targets.
- An effective leader with distinguished abilities in relating to people across all hierarchical levels in the organization.

PROFESSIONAL EXPERIENCE – 12+ years in CBSE School Administration

- ✓ Administrator, Viveka School of Excellence, Mysuru (May 2013 - July 2015, 2 years 2 months)
- ✓ Administrative Officer / Senior Administrative Officer, Podar International School, Mysore (CBSE-affiliated) (September 2015 - September 2024, 9 years)
- ✓ Manager - Administration, Chrysalis High, Bengaluru (CBSE-affiliated) (October 2024 - Present)

ROLES AND RESPONSIBILITIES HELD

May 2013 to till

- ✓ Leading the administrative team in providing comprehensive support for daily operations, including facilities management, office services, administrative processes, Vendor Management, Procurement and Transport Management
- ✓ Selection, negotiation and conclusion of contracts for outsourced security / Housekeeping / front office / canteen facilities. Optimizing between employee needs and financial prudence were the major 'victories'
- ✓ Managed about a 120+ people administration
- ✓ Overseeing & implementing safety protocols, administrative policies, procedures, and guidelines that align with the company's goals and compliance requirements.
- ✓ Successfully identified and secured office space, land for school expansion, Negotiated favorable lease agreements
- ✓ Monitor and guide Accounts and Admissions teams to ensure timely and efficient fee collection processes
- ✓ Transport Management with routing for 35+ buses
- ✓ Liaise with State govt. departments, CBSE board, Education department & other external partners for statutory & legal compliances.
- ✓ Budgeting & managing, ensuring optimal allocation of resources, Monitoring expenses & identify cost-saving.
- ✓ Streamlining processes related to procurement, vendor management, travel coordination, and other administrative functions.
- ✓ Working closely with department heads to understand their needs, and provide solutions that support their objectives.
- ✓ Participating in strategic planning discussions, budgeting to providing insights to organizational growth.
- ✓ Guiding the Admin team, fostering a collaborative, positive learning and innovative work environment
- ✓ Ensure adherence to local, state and national educational regulations and standards
- ✓ Foster positive relationships with parents, community members, and stakeholders to support the school's objectives
- ✓ Periodic assessment of stock and handling internal audits.

KEY SKILLS & COMPETENCIES

- ✓ Facility Management, Vendor Management, Procurement and Transport Management
- ✓ Audits, MIS Preparation & Evaluation
- ✓ AMC/SLA Management, Asset Management
- ✓ Liaise with relevant government agencies.
- ✓ Budgeting, negotiation
- ✓ Understand all legal, regulatory, information security and compliance requirements.
- ✓ Proven ability to lead, motivate and build successful teams.
- ✓ Team leading & people development skills.
- ✓ Able to manage and develop a diverse group of highly skilled people.

EDUCATIONAL / PROFESSIONAL QUALIFICATIONS

Course Name	Institution	University / Board	Year of Passing	Aggregate
B.Ed	Akshaya Institute of Teacher Education	Tumkuru University	2023	76.40%
Diploma in School Administration	Podar Education Network	Podar Education Network	2020	A+
M.C.A	Vidya Vikas Institute of Engineering and Technology, Mysuru	Visvesvaraya Technological University, Belgaum	2013	71.40%
B.Sc	Sarada Vilas College, Mysuru	Mysore University	2010	60.92%
PUC	J.S.S Main College, Mysuru	PU Board of Karantaka	2007	61.16%
SSLC	Christa Raja High School, Hanur	Karnataka Secondary Education	2005	73.44%

- Complete B & C certificate in NCC

PERSONAL STRENGTHS

- ✓ Capability to adapt to new tools and technologies
- ✓ Troubleshooting and Crisis Management
- ✓ Positive attitude, open minded, Self motivation and self starter
- ✓ Good Communication & Presentation skills
- ✓ Ability to take up responsibilities
- ✓ Willingness to learn new things, Quick learner, solve problems efficiently

PERSONAL DETAILS

Name : Shivaswamy M
Date of Birth : March 2nd 1989
Nationality : Indian
Marital Status : Married
Languages Known : English and Kannada
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Shivaswamy M