

**HONY SUB MAJ SYAM SUNDAR VS (RETD)**  
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SARJAPUR ROAD, BANGALORE – 562 125  
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## **OBJECTIVE**

A committed and highly motivated Junior Commissioned Officer, retired from the Indian Army (**Military Intelligence**), with 28 years (10 years as a Junior Commissioned Officer) of unblemished service, who can provide a high level of administrative and secretarial support to enable the smooth running of a busy organisation.

Long years in the Army have enabled me to acquire a high sense of discipline and loyalty which will be an asset.

## **PROFESSIONAL HIGHLIGHTS**

**Served in Indian Army (Military Intelligence) and retired as Junior Commissioned officer (June 1984 to July 2011) :-**

- Exposure to a wide variety of secretarial and administrative activities.
- Effectively monitoring/supervising administrative functions.
- Handled Manpower & Financial Management at lower and higher-level establishments of the Army.
- Ensuring security of Men, Material and critical government assets on charge.
- Supervising all organizational activities including HR issues.
- Acquired rich experience in event management, crisis management and contingency planning.
- **Served in Indian Military Training Team, Bhutan (an overseas assignment) as Office Superintendent.**
- Performed duties of **Personal Assistant** to Colonel Commandant, Intelligence Corps for two years.
- Computer savvy.

## **KEY SKILLS AND COMPETENCIES**

- Honest, Sincere, Disciplined and Punctual.
- Ability to maintain confidentiality.
- Ability to work under pressure.
- Ability to handle multi tasks and manage.
- Strong organizational, administrative and analytical skills.
- Dealing professionally with all correspondence, complaints and queries.
- Quick learner, able to grasp new ideas, concepts and methods.
- Ability to work as an individual and in a group.
- A suave tongue and impressive interpersonal skills.
- Positive thinking, quick decision taking.

## **IT SKILLS**

- **Computer savvy.** Well versed in MS Office (Word, Excel, and Power Point) and internet applications.

## **CAREER PATH - HIGHLIGHTS**

- Head Clerk in Directorate General of Military Intelligence, Army Headquarters.
- Head Clerk in an Internal Security Group deployed in North-Eastern Region.
- Head Clerk in a Counter Intelligence Unit of Indian Army deployed in insurgency affected area in J&K.
- Personal Assistant to Colonel Commandant of Intelligence Corps.
- Office Superintendent in a Command Liaison Unit deployed in peace area in Eastern Region.
- Office Superintendent in an Intelligence and Field Security Unit, deployed in peace area in Southern region.
- **Overseas Assignment.** Worked as Office Superintendent in Tactical Headquarters, Indian Military Training Team, Thimpu (Bhutan), a remote, extremely terrain and sophisticated region.
- Office Superintendent in Record Office, Intelligence Corps.
- Special Assistant in BLDE University, Bijapur (Karnataka).
- Manager Facilities in Akshara International School, Pune
- Admission Clerk in Army Public School, Bangalore.

## **HONOURS & AWARDS/ACHIEVEMENTS**

- General Officer Commanding-in-Chief, Eastern Command Commendation Card.
- Selected to represent **Indian Military Training Team (Bhutan)** as a staff appointment for a period of two years.
- Appreciation Certificate by **Commandant Indian Military Training Team (Bhutan)**.

## **EDUCATIONAL QUALIFICATION**

- SSLC – Board of Secondary School Education, Kerala.
- Armed Forces Graduation certificate (in terms of Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training).
- Diploma in Maintenance of Account and Office Management from IGNOU.
- Diploma in Information Technology from Tech Mahindra, NOIDA.

## **PERSONAL DETAILS**

- Date of Birth : 20<sup>th</sup> July 1961.
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi, Malayalam, Tamil and conversant with Kannada

## **EXPERIENCES IN CIVIL INSTITUTIONS AFTER RETIREMENT**

**Employer's Name : BLDE UNIVERSITY, Bijapur (Karnataka)**

**Position Held : Special Assistant (Academic Section)**

**Tenure : August 2013 to April 2015**

### **Job Responsibilities:**

- Providing support to the organization through both administrative and secretarial duties.
- Supervising the work of subordinate staff in the form of periodic checks and assigning work for them.
- Deal with the correspondences independently and its disposal.
- Strict observance of the instructions contained manuals /office orders etc., including prompt submission of periodical statements.
- Scrutinize of articles by faculties of various departments indexed in scientific journals for remuneration.
- Scrutinize the incentive to the faculties attended various National/International Conferences and Seminars.
- Safety and security of office documents including staff.
- Assist Internal and External Audit Team.
- Recording and updating details in databases.
- Scrutinize notes/cases submitted by the subordinate staff for further submission.
- Preparation of important notifications/circulars.
- Interaction with different departments for needed requirements.

- Ensuring safe custody of classified documents & other articles provided by the Administration and its disposal.
- Recording office expenditure and managing its budget.
- Reporting on office performance to senior officials.
- Managing the office's stationery, IT equipment and electronic gadgets.
- Strict observance of the instructions contained manuals /office orders etc., including prompt submission of periodical statements.
- Managing and Monitoring inventory, office stock and ordering supplies as necessary.
- Updating and maintain the holidays and leave records of staff.
- Setting up and coordinating meetings, conferences, VIPs/Guests visit.
- Execute any other work assigned by senior officials.

**Employer's Name : AKSHARA INTERNATIONAL SCHOOL, Pune**

**Position Held : Manager Facilities**

**Tenure : April 2015 to Jun 2017**

**Job Responsibilities:**

- Organizing and clearing and janitorial services.
- Ensuring the maintenance of all utility supply services to the school including communications systems.
- Carrying out emergency repairs.
- Managing the security access card management system.
- Managing the delivery of all hard and soft services.
- Management of all facilities personnel matters.
- Coordinating any office/rooms relocations, openings and refits.
- Ensuring that school premises and grounds are litter free.
- To assist the principal in store inventory and management.
- Carrying out daily maintenance checks.
- Manage transportation, foodservices, facilities maintenance, security and other third-party service contracts, ensuring ongoing monitoring and implementation of contracts.
- Negotiate with suppliers/vendors.
- Organizing the security and general administrative services.
- Managing service contracts.
- Controlling all maintenance and facilities spend in line with budgeted levels.
- Implementing incident management plans.
- Reporting to senior managers on budgets and resources.
- On call for security and facility related issues.
- Acting as the School's Nodal Security Officer.
- Providing time to time instructions to Security Guards.
- Conduct meeting with House Keeping and Security agencies.
- Managing in-house and contracted personnel.
- Keeping accurate records of all facility and security related finance, issues or purchases.
- Performs any duty or duties as assigned by the principal.

**Employer's Name : ARMY PUBLIC SCHOOL, K KAMARAJ ROAD, BANGALORE**

**Position Held : Admission Clerk**

**Tenure : Jul 2018 to Jul 2021**

**Job Responsibilities:**

- Providing school details along with prospectus and explaining the process for admission to students and parents.
- Scrutinizing the authenticity of documents submitted by the parents/students required to take admission for the academic year.
- Data collection and entry of the daily transaction with regards to daily admissions
- Maintaining admission register.
- Resolving student problems, concerns or issues with refer to admission process.
- Creating student database for enrolment process.
- Complete other administrative and clerical job responsibilities assigned by the principal.
- Petty Cash Management.

- Keep an account of leave of school staff.
- Sensitively handled confidential matters including disciplinary proceedings,
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

Declaration: I hereby declare that all the statements made above are true to the best of my knowledge and belief.

**Hony Sub Maj Syam Sundar VS (Retd)**