

SANGEETHA ES

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OBJECTIVE:

To secure a promising position that offers both a challenge and a good opportunity for growth with an organization

AREAS OF EXPERIENCE

Admin Executive
Program coordinator
Service coordinator
HR Recruiter
Store and Purchase
Production & Prodn. Engineering

Experience

Working with Sri Sri Ravishankar Vidya Mandir Bangalore-East since 2014 to till date as Admin Executive

Worked with M/s BASE educational services Pvt. Ltd. since March 2013 to 2014 as Program coordinator.

Worked with M/s Madhu Infotech Ltd since Nov 2012 to March 2013 as service coordinator.

Worked with M/s Yashash Placement Service from Aug 2012 to Nov 2012 as HR Recruiter for 6 months.

Worked with M/S DTDC Courier & Cargo Ltd from April 2010 to June 2012 may as Store and Purchase for 2 years.

Worked with M/S BPL Private Limited & M/S SANYO BPL Private Limited from 1995 to 2008 as operator at highly skilled level for 12 years

ACHIEVEMENT

AWARD: **BEST EXEMPLARY SUPPORT PERSONNEL** received from CBSE BANGALORE SAHODAYA 2022

Education

Year of Passing: 2020

BCOM / Rabindranath Tagore University (Distance learning)

Year of passing: 2007

DIPLOMA IN ELECTRONICS AND COMMUNICATION / Jayacharajendra Evening polytechnic

COMPUTER Skills

Operating System: MS-DOS, Win'95/98/xp & Win -2K.

Application Packages: Ms-Office-2000/xp/2007 Suite including Word, Excel, Power Point, Lotus Notes and MS Outlook, internet.

Bill of Materials Core man & Solomon software Knowledge in working of SAP MM Module.

Knowledge in working of CRM (service), BASIS, ENTRAR

ROLES AND RESPONSIBILITY

Present working Organization: @ Sri Sri Ravishankar Vidya Mandir

As Admin Executive from June 2014 with the responsibilities mentioned below.

Head of Admission department.

Head of Purchase and procurement department.

Head of Front office.

Head of finance dept. (Fee Module).

Head of Housekeeping and Security guards.

Head of Transport department.

One among of planning dept. and ERP

Head of admission department: Head of team (2 PRO and Documentation)

- ✦ A highly resourceful, approachable professional having 6 years' experience as Admission Counsellor for PP1 to 12th Grade.
- ✦ Outstanding ability to promote and persuade the admission seekers.
- ✦ Proficient in all rules and policies which are applicable to admission.
- ✦ Skilled in briefing the whole procedure of admission to the parents.
- ✦ Cultivate the strong relationship with parents.
- ✦ Meeting the families who seek the admission or come for enquiry.
- ✦ Explaining the advantages of the School and guiding them for admission.
- ✦ Clarify the doubts related to admission.
- ✦ Providing the fee details for parents related to grade.
- ✦ Monitoring Admission counselling process handled by PRO's (Entrance test Online and offline).
- ✦ In charge of admission conformation based on seats availability and entrance test results.
- ✦ Monitoring Admission process handled by Documentation dept.
- ✦ Meet the parents requesting for TC and approving the application to release the TC.
- ✦ Overseeing the enquire DATA at ERP

- ✚ Conducting meeting as on when required for Admission producers.

Head of Purchase and Procurement departments: Head of team (Purchase Asst)

- ✚ Meet vendors and discussing the indent received from diff department.
- ✚ Analyze and compare Quotations and pricing proposals from several trusted suppliers before negotiating terms and prices to obtain the best deal for the company.
- ✚ Three rounds of Negotiation with suppliers/vendors for cost saving aspects.
- ✚ Submitting final quotation to management and trust for approval
- ✚ Coordinating with purchase asst for PO preparation with terms and condition
- ✚ Training staff members about product quality requirements, how to determine when products are unacceptable, and what actions to take when quality standards are not met.
- ✚ Monitoring contracts to ensure that the supplier meets expectations and invoices are approved and paid in a timely manner.
- ✚ Making any required adjustments or changes to existing contracts.
- ✚ Monitoring all goods and services ordered and received, and maintain accurate inventory records including details on price, performance, and delivery.

Head of Housekeeping and Security guards: Head of team (Housekeeping in charge and Security Supervisor)

- ✚ Train housekeepers on cleaning and maintenance tasks
- ✚ Oversee staff on a daily basis
- ✚ Check rooms and common areas, including stairways and lounge areas, for cleanliness
- ✚ Establish and educate staff on cleanliness, tidiness and hygiene standards
- ✚ Motivate team members and resolve any issues that occur on the job
- ✚ Respond to complaints and special requests
- ✚ Monitor and replenish cleaning products stock
- ✚ Ensure compliance with safety and sanitation policies in all areas
- ✚ Develop and implement security policies, protocols and procedures
- ✚ Attend meetings with other managers to determine operational needs
- ✚ Conduct meetings with other managers to determine operational needs

Head of finance dept. (Fee Module): Head of team (2 accounts in-charges)

- ✚ Manage and oversee the daily operations of the accounting department (Fee Module).
- ✚ Monitor and analyses accounting data and produce financial reports or statements through ERP
- ✚ Establish and enforce proper accounting methods, policies and principles
- ✚ Coordinate and complete annual audits
- ✚ Provide recommendations
- ✚ Improve systems and procedures and initiate corrective actions
- ✚ Assign projects and direct staff to ensure compliance and accuracy
- ✚ Meet financial accounting objectives
- ✚ Establish and maintain fiscal files and records to document transactions
- ✚ Meet parents for fee concession, late payment and other request and taking approval from management.
- ✚ Reminders to parents through ERP for Fee defaulters.

Head of Transport department: Head of team (2 transport coordinators)

- + Supervising Transport Supervisors who are responsible for all buses on the premises.
- + Regular route analysis if any improvements can be made
- + Checking RTO-related formalities insurance, RTO tax, permit, RC book, and following any state government directives of the school buses.
- + To represent the school in transport committee meetings with parents.
- + Meet parents for all transport request and queries along with transport coordinators.
- + Analyzing the request and queries of transport and reverting back to parents.
- + Meet parents for fee concession, late payment and other request and with vendor management for approval.

One among of planning dept. and ERP implementer:-Head of team (ERP executive, ERP vendor, suppliers of uniform, books, shoes and finalizing vendors for infrastructure).

Infrastructure:-

- + Planning for infrastructure based on new admission for next academic year.
- + Finalizing the products based on the quality, materials cost saving.
- + Follow up with vendors for samples and follow-up with management for approval.
- + Analyzing, compare Quotations and pricing proposals from several trusted supplier and negotiating prices to obtain the best deal.

BOOKS, UNIFORM and SHOES:-

- + Finalizing book list with coordinators, Analyse, compare Quotations and pricing proposals from several trusted supplier and negotiating prices to obtain the best deal.
- + Finalizing uniform and shoes for quality, compare Quotations and pricing proposals from several trusted supplier and negotiating prices to obtain the best deal.
- + Creating Circular to parents for Fee, Books, uniform, shoes etc.
- + Coordinating with suppliers for samples and follow-up with management for approval.
- + Planning for uniform books and shoes distribution at school campus/ONLINE.

ERP:-

Implemented ERP in all modules for school since the year of 2019.

Personal Details:-

Name : - Sangeetha ES
Nationality : - INDIAN
Date of birth : - 28/04/1978
Religion : - HINDU

Thanking you

(Sangeetha)