

HONORARY SUBEDAR MAJOR SYAM SUNDAR VS (RETIRED)
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OBJECTIVE

A dedicated and highly motivated Junior Commissioned Officer, retired from the Indian Army (Military Intelligence), with 28 years of unblemished service (including 10 years as a Junior Commissioned Officer), adept at providing high-level administrative and secretarial support to facilitate the seamless operation of a busy organization.

My extensive tenure in the Army has honed my sense of discipline and loyalty to a high standard, attributes that I consider invaluable assets in any professional endeavor.

PROFESSIONAL HIGHLIGHTS

Served in the Indian Army within the Military Intelligence sector and retired with the rank of Junior Commissioned Officer, spanning from 1984 to 2011.

- Experienced in a diverse array of secretarial and administrative tasks.
- Proficient in effectively monitoring and supervising administrative functions. Experienced in managing manpower and financial resources at various levels within the Army. Skilled in ensuring the security of personnel, materials, and critical government assets. Capable of supervising all organizational activities, including handling HR issues.
- **Served as Office Superintendent in the Indian Military Training Team, Bhutan, as part of an overseas assignment.**
- Performed the duties of Personal Assistant to the Colonel Commandant of the Intelligence Corps for a duration of two years with professionalism and efficiency.
- 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.** Proficient in MS Office applications (Word, Excel, and PowerPoint) and internet usage.

HONOURS & AWARDS/ACHIEVEMENTS

- Commendation Card from the General Officer Commanding-in-Chief, Eastern Command.
- Selected for a two-year staff appointment to represent the **Indian Military Training Team in Bhutan**.
- Appreciation Certificate from the Commandant of the Indian Military Training Team in Bhutan.

EDUCATIONAL QUALIFICATIONS

- SSLC – Board of Secondary School Education, Kerala.
- Armed Forces Graduation (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 : 20th July 1961
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi, Malayalam, Tamil and conversant with Kannada

EXPERIENCES IN CIVIL ORGANISATIONS AFTER RETIREMENT

Employer's Name : BASILWOODS INTERNATIONAL SCHOOL, VARTHUR, BANGALORE
Position Held : Administrative Officer

Job Responsibilities :

- Responsible for overall management and supervision.
- Maintaining a safe campus by enforcing school rules and policies.
- Coordinate special events and field trips.
- Assists and supports teaching staff as directed by the Head of School.
- In coordination with the Head of School, maintaining a positive, safe learning environment for students.
- Procurement and maintenance of office equipment, furniture, and fixtures to ensure serviceability and adherence to Annual Maintenance Contracts (AMCs).
- Any other reasonable duties as required by the Management.
- Responsibilities in general is to take care of :-
 - Transport.
 - General discipline.
 - Security.
 - Housekeeping.
 - Gardening.
 - Electronic gadgets.
 - Laise with civil administration.

Employer's Name : SRI SRI RAVISHANKAR VIDHYA MANDIR, VARTHUR,BANGALORE
Position Held : Admin Executive Facilities

Job Responsibilities :

- Ensuring that the team understands its duties and its role within the school.
- Responsibility to adhere to budgets and plan to maximize profitability.
- Manage, directly supervise, and monitor facility operations and overall team performance to increase efficiency and drive performance.
- Provide effective communication, support and assistance to the whole school.
- Support all other departments with facilities related needs.
- Maintain accurate records.
- Adhere to all school policies and procedures.
- Generally, make all the necessary facilities for smooth running of the school.
- Manage, audit and review transport compliance systems to ensure they are effective.
- Plan, coordinate and deliver home to school transport service including detailed route planning
- Plan home to school routes for each academic year, including routes, accessibility, drop-off and pick-up points.
- Liaise with third parties to coordinate and book transport for school activities including trips, visits and sporting events.
- Attend to the complaints of parents related to transport and solve the same with the knowledge of management.
- Any other reasonable duties as required by the Management.

Employer's Name : AKSHARA INTERNATIONAL SCHOOL, Pune
Position Held : Manager Facilities

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 : BLDE UNIVERSITY, Bijapur (Karnataka)
Position Held : Special Assistant (Academic Section)

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.
- 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.
- Ensure safe custody and disposal of classified documents and other articles provided by the Administration.
- 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 adherence to instructions contained in 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.

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)