

CURRICULUM VITAE

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NO E91, DOMMASANDRA SANTHE BEEDHI, SARJAPURA HOBLI,
ANEKAL TALUK,
BANGALORE-562125.

CARRIER OBJECTIVE:

To secure a position where my hard work, dedication and the ability to acquire new skills will advantage any company I work for.

EDUCATIONAL DETAILS:

Course	Year of completion	Name of the Institution	University/Board	Marks Obtained
B.COM	2012	Govt. Degree College HSR Layout Agara	Bangalore University	55.00%
2ND PUC	2008/2009	RJS PU COLLEGE KORAMANGALA	Bangalore University	50.00%
SSLC	2006/2007	DMM HIGH SCHOOL DOMMASANDRA	Karnataka Education board	50.00%

TECHNICAL QUALIFICATION:

, Hardware and networking, Trouble shooting, Switching, Excel, Ms office, Data management. etc.

CAREER DETAILS:

- Six months worked as a sales executive at Axis Sales and Services Pvt. Ltd.
- Eight months worked as a marketing executive at I technology CCTV systems.
- Three Years eight months worked as Admin Executive at Oakridge International school.
- Currently working as an Admin Executive at One World International School, Bangalore From March 2019 to till now...

GENERAL DUTIES AND RESPONSIBILITIES AS ADMIN EXECUTIVE IN OAKRIDGE INTERNATIONAL BANGALORE:

Facility Management

- Manpower deployment. Supervising Class-IV employees. Checking cleanliness of the building, ensure smooth functioning of the day to day activities. Documentation work.

Vendor Management

- Collection of required quotation, finalize the rates & short list the vendor, Obtain approval from Zonal Manager.

Maintenance of Office equipment

- Ensure AMC of Generator, Air conditioners, Fire Equipment's, EPBAX, Computers, Printers. Preparation of contract, obtaining service as per the agreement.

Canteen Management

- Ensure food should be served as per the Menu provided by management, Food tasting, Over look canteen sale, ensure cleanliness of kitchen & cafeteria.

Store related work

- Ensure timely preparation of Purchase order/Service Contract/Work Orders. Ensure timely delivery of material to the respective dept. Ensure required documents to be submitted along with the bills. Ensure Purchase Bills pending should be ZERO in every month. Stock taking once in a month.
- To take care of legal cases and their proper follow-up.
- Recording office expenditure and managing the budget.
- Liaisoning with govt.offices. Handling electrical contracts and BWSSB contracts and civil

Statutory Documentation (Vendor Management).

- Collection of required reports from Contract vendors. Collection of contract employee personal documents. Ensure collection of invoice along with required documents and checking of monthly invoice and forward to stores to prepare service contract and to accounts dept to process for payment.

Security Management

- Deployment of the security personnel, providing training to the securities, Checking & guiding on registers & files on weekly basis, surprise checks during night.

Affiliation.

- Preparation of reports required for NOC, and ICSE affiliation. Preparation and Coordination work related to Affiliation. Self-Correspondence pertaining to all official matters.

General Administration.

- Marketing activity. Providing fixed asset as per the Logic. Coordination with local authorities like, Electricity, telephone, RTO, Police dept. Hotel & Cab arrangements for Guests. Train & Air Ticket booking. Arrangement of Sports day, Birth day parties, functions. Garden Maintenance. Ensure smooth functioning of day to day activities

KEY SKILLS :

- Photography
- Familiar with all Computer related works (PPT, Excel, Word, Publisher)
- Familiar with All Local Languages (Kannada,Telugu,Tamil,Hindi)
- Biometric Configuration
- CCTV Maintenance
- Printers and Xerox machines maintenance

PERSONAL INFORMATION :

Father's Name - Vijaykumar

Date of Birth - 03/03/1991

Gender - Male

Marital Status - Single

Hobbies - Reading books. Playing cricket and shuttle badminton

Languages known - English, Hindhi, Kanada, Telugu, Tamil

DECLARATION:

I hereby declare that all the above information furnished by me is true to the best of my knowledge.

Place: Bangalore Signature Date: 03-06-2024

(GIRISH.V)