

Yamanurappa Indi

Admin Associates(Store)

S/O. Hanamanthappa Indi, No. 23,
1st Floor, 7th Cross,
Bhuvaneshwari Layout,
Naganathpura, Bangalore-
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9980816100
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OBJECTIVE

To secure a school administrator position in a progressive educational institution, leveraging over 18+ years of experience in management and administration within the field of education and publishing. Looking to leverage my knowledge and experience into a role provided in your esteemed organization.

PROFESSIONAL EXPERIENCE

ST. PUAL'S ENGLISH SCHOOL (PGI) (PRESIDENCY GROUP OF INSTITUTES) J.P. NAGAR BANGALORE, KARNATAKA

Admin Associates (Store) January 2024 – May 2024

- Develops and implements internal controls to safeguard the assets of assigned operations including cash and inventories.
- Resolves difficult problems regarding the ordering, receiving, shipping, and billing aspects of store operations with vendors.
- Interfaces and maintains effective working relationships with vendors involving new or improved products, sales promotions, trade practices, sales trends, product orders, invoices, and shipments.
- Manages the ordering of a variety of store products and assures adequate inventory levels.
- Institutes and maintains computer systems supporting sales, inventory, and general administrative functions in a college store and acts as the computer systems administrator.
- Selects, trains, evaluates, and supervises the work of assigned staff
- Perform administrative tasks to support the smooth operation of all store operations, including the timely submission of all personnel paperwork, preparing and submitting reports, and monitoring sales receipts and cash
- Monitor stock and inventory, and perform quality assurance of store item on a regular basis

HEAD START EDUCATIONAL ACADEMY, BANGALORE, KARNATAKA

Admin Executive, January 2014 – August 2023

- Executed daily managerial tasks with enthusiasm and strong attention to detail.
- Assisted the Head of Admin in preparation of forecasts and reports as well as in the development, implementation, and monitoring of the budget.
- Created specific, measurable, achievable, realistic, and timely action plans to all events held in school.
- Managed SATS, Attendance records of staff, Inventory and Stock Checking.
- Coordinated with multiple vendors in the material management.
- Oversaw a team of 40+ support staff (Kitchen and Housekeeping).
- Leading the kitchen operations, showcasing strong organizational and conflict management skill.

YELL ADWORKS INDIA PVT. LTD (PINDAR SET), BANGALORE, KARNATAKA

Team Leader, April 2007 – June 2012

- Directed planning, design, production, and management of catalog projects.
- Supervised project teams, maintained schedules, and upheld publication quality.
- Managed catalog page production, prioritized work, and suggested process improvements.
- Utilized asset management software (Media Bin) and provided coaching to team members.
- Handled customer care and administration, fostering effective team utilization

MACMILLAN INDIA PVT. LTD, BANGALORE, KARNATAKA

Assistant Team Leader, January 2004 –April 2007

- Leading graphic design and quality control teams, ensuring catalog pages met client guidelines.
- Managed employee performance, identified strengths, and supported skill development.

BHARAT HEAVY ELECTRICALS LTD (BHEL), BANGALORE, KARNATAKA

Apprenticeship Trainee, June 2002 – July 2003

- Managed technical dispatch issues and coordinated network and database problem-solving.
- Generated packing lists, dispatch advice notes, invoices, and maintained system documents.

EDUCATION

GOVT. POLYTECHNIC, KUSTHAGI

*Diploma in Computer Science and
Engineering, May 2002*

SKILLS

- School Administration
- Kitchen Management
- Content Management (CMS)
- Production Management
- Proof Reading (QC)
- Store Management

AWARDS

- Received the “**Best Suggestion Award**” in the year 2003 in BHEL.
- Received the “**Merit Pay Award**” in the year 2005 in Macmillan India Pvt. Ltd.
- Received the “**Best Attendance Award**” in the year 2006 in Macmillan India Pvt. Ltd.

TECHNICAL SKILLS

- *Operating Systems:* Windows family, Mac OS X
- *Web Tools:* HTML, & CSS
- *DBMS:* Oracle
- *Packages:* MS Office, Adobe Creative Suite

PERSONAL DETAILS

- Sex : Male
- Marital status : Married
- Date of Birth : 01/06/1979
- Nationality : Indian
- Languages known : English, Hindi, Kannada, Telugu & Tamil

DECLARATION

The above furnished details are correct and true to the best of my knowledge.

Place: Bangalore

Date:

