

CURRICULUM VITAE



B. Siva Prasad

Mobile: 9880092188

Email: jhs.sivareddy@gmail.com

sivareddy.hockey@gmail.com

CAREER OBJECTIVE:

To work in such an organization, where I can apply my knowledge and skills and which provides an opportunity for continuous growth and learning, which will help me make the best of my career and accomplish the organization's goals.

ACADEMIC QUALIFICATIONS:

Course	Board/University	Marks %	Year of Completion
B.Com	Janardan Rai Nagar Rajasthan Vidyapeeth University	61.2 %	2006
MBA in Marketing	Alagappa University	56 %	2009
B.P.Ed(Bachelor of Physical Education)	Swami Ramanand Teerth Marathwada University	51.84 %	2012

TECHNICAL PROFILE

Operating System: Windows7, Xp8.1 & 10

Packages: MS Office (Word, Excel) **WORK**

EXPERIENCE:

A. Working in Navkis Group of Institutions (Ramaiah Group of Institutions) as a Manager - Facility Administrator.

Tenure: June 2022 onwards

B. Working in Jain heritage school (Jain group of institutions) as Operations & Facility Manager. Tenure:

From June 2012 to June 2022. (10 years)

Profile Description:

- Oversaw daily operations of the school, including student discipline, staff management, and budgeting.
- Managing budgets, and events.
- Establishing and maintaining good relationships with parents, students, and staff at other schools.
- Assist with inventory and supervise maintenance of all office equipment, supplies, and services.
- Understanding and reviewing the way the school and all its departments function.
- Facility & Operations Management and Manage to Supervise up to 150 employees.
- Managed site responsibilities for mechanical, electrical, plumbing, carpentry, generator, and other critical systems.
- Equipment AMC Responsible for finalizing all AMC vendors like UPS, EPBX, DG, GPS (School buses), and Air conditioning.
- Management of Off Roles Staff-Housekeeping & Security Maintenance, Supervision of security & support staff services with regular inspection.
- Coordinating with the pest control vendors for carrying out pest control activities at the facility.
- Upkeeping the upgrading of the Physical security system (CCTV). Schools vehicle & GPS (Around 55 Buses).
- Chalk out and document procedures related to the canteen, transport, scrap disposal, security, etc.
- Updating and maintaining telecommunications (BSNL & AIRTEL) and computer systems.
- Supervising multi-disciplinary teams of staff including cleaning, maintenance-sub-staff, School buses, and

security.

- Overseeing the maintenance, repair, and inventory of musical instruments.
 - Communicating with vendors and monitoring contracts regarding facility maintenance and cleanliness issues.
2. Worked in the division of **Curanum Health Care Private Limited as Assistant Manager of Facility (All branches)**

A company having 7 Branches in Bangalore. (Tenure: From 2004 to 2012 June)

Profile Description:

- Handling all the branches of Curanum Health Care PVT Ltd of various needs.
- Managing Carpenter and painting works. Managing team and critical equipment like UPS, AC, and Plumbing
- Coordinating with vendors obtaining Quotation for the Medicines
- Getting AMC renewed every year for the Machineries at the Pharmacy.
AMC & Critical Spares Maintenance.
- Management of Off Roles Staff-Housekeeping & Security Maintenance,
- Maintaining Cash transactions day-wise and updating the manager.

STRENGTHS

Excellent communication and interpersonal relationship skills. Leadership qualities and the ability to handle pressure.

Good learning skills, Ability to face and take on challenges.

HONORS IN SPORTS:

I am a hockey player, Representing A.P. State for 5 years. & I have also Represented Karnataka state Also. I was in a sports hostel for 5 years in Andhra Pradesh.

PERSONAL PROFILE:

Date of Birth:	18/06/1974
Father's Name:	B. Doraswamy Reddy
Nationality:	Indian.
Hobbies:	Playing Hockey, cricket, and Chess. Languages
Known:	English, Hindi, Kannada, Telugu, and Tamil.
Passport number:	K8362862 Expiry on 02/12/2022
Address	: #432A, Pyramid Mahika Apartment 4 th floor, Shivanahalli, Yealhanka, Banaglore-64

DECLARATION

I hereby declare that the above-mentioned information is correct up to my Knowledge and I bear the responsibility for the correctness of the above-mentioned Particulars.

Place: Bangalore

Date:

(SIVA PRASAD.B)