**Gadee**

**Gadee.282194@2freemail.com**

**SUMMARY:** •

* 10 Years of experience as Head of the Departments in different verticals
* Ability to work independently and in team environments
* Experience in Health Care and Hospitality.
* Travelled **alone** all over India.

**Ready to Relocate alone Immediately**

**Professional Experience: ■**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name**  | **Position**  | **Start Date** | **End Date** | **Country** |
| Welingkar Institute of Business Management Research & Development | Chief External Exam Invigilator | Oct 2009 | To till date | Bangalore (India) |
| Fortis Hospital ,Bangalore | Facility Head | Feb 2013 | Nov 2015 | Bangalore(India) |
| Sri Guru Mudhukeshwara Vidyapeeta | Academic Head | Aug 2007 | Dec 2012 | Rampura(India) |
| Manipal Instiute of Computer Education  | Administration Head | June 2000 | Apr 2007 | Rampura(India) |
| P.E.A Polytechnic College | Project Guide | Nov 1997 | March 2000 | Molakalmuru(India) |
| Guru SOftech | S/w Programmer | Jul 1995 | Oct 1997 | Bangalore(India) |

**Educational Details :-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Major** | **Institute/University** | **Completion Date** | **Country** |
| Bsc | Maths Physics Chemistry | Sri Krishna Devaraya University | Nov 1993 | India |
| PGDCA | Computers | Intenational School of Computer Technology | Apr 1995 | India |

**Strengths**

1. Good reputation wherever I approach
2. Motivating others to achieve their goals
3. Accepting responsibilities for mistakes and responsibilities
4. Delegating tasks to people with the right skill set
5. Taking a positive attitude and learn from failure
6. Presenting a personal positive image and be assertive
7. Good communication skills

**Personal Details:-**

**Gadee**

DOB:4 JULY 1972

LANGUAGES KNOWN :English, Hindi, Telugu, Kannada, Tamil and Malayalam

|  |
| --- |
|  |

1. **Working as a Facility Head for the Unit of Fortis Hospital, Bangalore from Feb 2013**

Role and Responsibilities:

1. Coordination with different departments for their requirements like Hr, Nursing etc
2. Coordination with vendors like transport, Linen etc.
3. Liaison with local authorities and government bodies like Bescom etc.
4. Timely and accurate billing of expenses , expense allocation
5. Cash and Inventory management including stocks
6. Manage house keeping and administration etc
7. Leaves processing and work flow Management
8. Track time-in and time-out of every personnel
9. Late clock-in, early clock-out and other exceptions list and reporting the same security officer
10. Maintaining 250 Nursing Staff Profiles.
11. Bed allocation to Staffs Nurses and Students based on department and their convenience.
12. Experience in maintaining the House keeping, Customer care, Security, Electrical Personnel and administration
13. **Associated with Symbiosis University, Welingkar Institute of Business Research & Development Bangalore, Alliance University and IFIM Bangalore as a Chief Exam Invigilator from 2008 to Till date.**

Roles and Responsibilities

1. Arranging the man power to above mentioned universities when and where required for the exams and administration work.
2. Giving training to the candidates who joined newly and improve their confidence in conducting the exam at PG level
3. Reporting to the higher authorities in case of mal practice etc Prepare and submit reports to the Management of unfair Committee of the University.

**Key Skills**

**1.**Stress resistant

2. Responsible / independent

3. Decisive and decision-making capability

4. Willingness to learn; adaptive to changes / flexibility

5. Communications and network skills , outgoing, intercultural competences