**CURRICULUM VITAE**

Naveen

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**CAREER SUMMARY:**

Over all 7years of experience inAdministration, HRD,Payroll, Facility Management, Transport,House Keeping and Security Management Person with proven track record of problem solving skills, cost cutting, cost analysis, result oriented, strong negotiation skills and self- motivated team player with good communications skills. Good exposure to challenges in the companies.

A pro-active does get the work assigned and also get streamlined the objectives and functions of the departments involved with. Capable to handle the entire company administration

Looking for a long-term opportunity, where I can use my experience and add value to the organization and move up in value chain.

**STRENGTHS:**

* Possess a positive attitude towards anything I do.
* Good grasping ability, sincere, hardworking and good analytical skills.
* Responds positively under stress.
* Good negotiator and excellent vendor management skills and optimistic.

**PROFESSIONAL EXPERIENCE:**

**Current Organization : PHOS MedicorePvt.Ltd**

**Designation : Sr . Admin Executive**

**Duration : 12thOct 2015to till date**

**ROLES AND RESPONSIBILITY**

* General **administration** and Facility **Management**.
* Travel and Hospitality **Management** (International and domestic) including VISA processing
* Employee medical insurance for all the employees of the organization.
* Overlooking the installation & shifting of telephone extensions & updating the data.
* Corporate requirements and vendor **Management**
* Material Requirement Planning and Procurement
* Verifying and certifying of bills and resolve billing errors with the suppliers.
* Managing AMC and preventive maintenance schedules.
* Resource allocation and event **management**.
* Asset management, front office management, mailroom management, guest house management etc.
* Coordination with stationary, consumables, mineral water & pantry consumables suppliers.
* Responsible for sourcing, commissioning/implementation & maintenance of access control system, CCTV, smoke detectors, fire alarm systems, fire extinguishers, Sprinkler system, PA system and air conditioners.
* Responsible for coordination with builder for resolving issues pertaining to common utilities, parking, maintenance/operation of generators, transformers, lifts, uninterrupted supply of power & water.
* Responsible for organizing of events, off-sites, team outings, client visits & conferences.
* Responsible for issue of ID cards, parking passes & activation Access cards for new joiners

**PROFESSIONAL EXPERIENCE:**

**Previous Organization : Eagle Claw Consulting India Pvt.Ltd**

**Designation : Regional Admin -South**

**Duration:15th June 2014 to 28th Sept 2015**

**ROLES AND RESPONSIBILITY**

* General **administration** and Facility **Management**.
* Travel and Hospitality **Management** (International and domestic) including VISA processing
* Employee medical insurance for all the employees of the organization.
* Overlooking the installation & shifting of telephone extensions & updating the data.
* Corporate requirements and vendor **Management**
* Material Requirement Planning and Procurement
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* Responsible for sourcing, commissioning/implementation & maintenance of access control system, CCTV, smoke detectors, fire alarm systems, fire extinguishers, Sprinkler system, PA system and air conditioners.
* Responsible for coordination with builder for resolving issues pertaining to common utilities, parking, maintenance/operation of generators, transformers, lifts, uninterrupted supply of power & water.
* Responsible for logistics for mass recruitment drives & walk-in interviews.
* Responsible for organizing of events, off-sites, team outings, client visits & conferences.
* Responsible for issue of ID cards, parking passes & activation Access cards for new joiners.

**Previous Organization : Seed Infotech Ltd**

**Designation : Sr. Admin & Operations Executive**

**Duration:24th Nov 2012 to 04th June 2014**

**ROLES AND RESPONSIBILITY**

* Schedule travel and meetings for ISD Senior leadership visitors and also support the India leadership travel.
* Act as team’s Facilities, Finance and HR Liaison/Coordinator
* Responsible for obtaining equipment and coordinating setup for new associates
* Organize necessary food/refreshment procurement
* Procure office supplies as needed
* Preliminary preparation of expense reports
* Track expenditures for invoice payment
* Plan and execute departmental off-site events
* Work on special projects as needed
* Coordinate travel for senior team members needing assistance with international team-wide meetings
* Organize and coordinate team meetings, summits and similar events, including agendas, presentations, logistics and other activities
* Manage, escalate and resolve key location specific issues which affect multiple team members(space, access, IT etc)
* Support the on-boarding process for new team members
* Manage projects, administrative tasks and issue/action item tracking & resolution for location Head
* Calendaring and meeting management for Senior Team
* Support recruiting efforts
* Create documents and PowerPoint presentations

**Previous Organization : Confident Electronics Pvt. Ltd**

**Designation : HR /Admin Executive**

**Duration :06th Oct 2010 to 22nd Nov 2012**

**ROLES AND RESPONSIBILITY:**

* Providing different kind of gate pass letters for workers to visit in different sites.
* Preparation of HR manuals. Framing HR policy in company.
* Day to day counseling of all employees ( staff & workers)
* Performance appraisal.
* Appointment related activities.
* Induction sessions to new joiners and Training outsourced personals.
* Grievance handling ( staff & workers)
* Standardization of leave policy, salary breakup according to government norms.
* Preparation of different activities refreshment & Recreation programs.
* Preparation of monthly salary and overtime record of staff.
* Generate daily/weekly & monthly reports.

**PROFESSIONL QUALIFICATION**

Master in Business Administration (MBA) from Institute of Rajiv Gandhi College of Management in Udupi,(Affiliated to Tasmac University, Pune).

**SPECIALIZATION**

Human Resource management.

**PROJECTS UNDERTAKEN DURING GRADUATION**

Recruitment &Training(GMR–Raxa security Services Pvt Ltd, in Bangalore.)

Completed one month As Management Trainee at (Ajax Management Consultants Pvt. Ltd in Bangalore)

**Computer skills**

Ms- Outlook

Ms- Word and Excel

**HOBBIES/INTERST**

Listening to music, playing cricket, Travelling

**PERSONAL INFORMATION:**

Date of Birth : 01/06/1983

Marital Status :Married

Languages Known : English, Kannada, Hindi, Tulu,Tamil

Nationality : Indian

Sex : Male

**Declaration**

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