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**SYED**

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**JOB OBJECTIVE**

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; aiming for **senior level assignments** in **Admin. / Facility Management / Personal Secretary to Directors** with a leading organization of repute



**PROFILE SUMMARY**

* **Dynamic career of 14 years** that reflects pioneering experience and year-on-year success in **Facilities Management, Secretarial Operations and Administration (broadly covering human resources, information systems, logistics, purchasing, vendor management, accounting, finance, legal, statutory obligation, payroll processing, tax planning, inventory control and student / customer services)**
* Enterprising leader with a **solid record of contributions** that developed & streamlined the core skills of all administration & facility functions, invigorated businesses, heightened productivity & enhanced internal controls
* Demonstrated excellence in handling **end-to-end secretarial operations (to Directors)**:
* *Fixing appointments & meetings and developing synopsis of reports & presentations received from Directors; handling budget to control administration expense & minimize operational cost*
* *Adept in providing secretarial support involving handling top &* ***confidential correspondence and document flow****, screening telephone calls, attending visitors and directing various queries to relevant departments*
* Proficient in managing **Facility Management Services** involving**:**
* *Handling the procurement of materials, machinery & office equipment; ensuring correct forecasting of supplies to maintain optimum inventory and* ***developing & maintaining cordial relations with vendor base*** *to get competitive rate*
* *Developing budgets & annual plans to manage facilities as per organizational needs, managing inventory of materials and handling procurement of same in desired timeframe*
* *Selection & finalization process of outsourced agencies and providing various services in facilities like Housekeeping, Cafeteria, Security, Landscaping, Transport, Pest Control, etc.*
* Skilled in handling a wide spectrum of **administrative activities** including material procurement, vendor development, housekeeping, budgetary control, security management and outsourced annual service contracts
* Gained working knowledge of **import, custom clearance & purchase works** from **abroad (specially China)**
* Directed cross-functional teams using interactive and motivational leadership; acknowledged for recruiting & mentoring leaders with an equal desire to win
* Proven ability to telecommute & maintain high productivity & visibility while outside of office; *appreciated for same*
* **Responsible person for the companies critical decisions and growth during the absence of the Directors.**
* **Entire bank operations is been solely handled.**
* *Core functional strengths include:*
	+ Strategy Planning
	+ Change Management
	+ Analysis & Insights Leadership
	+ Performance Improvement
	+ Risk Assessment & Management
	+ Multiple Project Management



**Soft Skills Career Highlights**

**ORGANISATIONAL EXPERIENCE**



**Since May’03 STC Group of Companies, Chennai as Head-Admin. & Facilities / Personal Secretary-Directors**

*(M/s STC Technologies Private Limited, M/s STC V Serve Private Limited, M/s STC Third Eye Technology (India) Private Limited, M/s Testing Jobz, M/s Prolabs, M/s A La Change, M/s Max Hair Studio International Pvt. Ltd., M/s Luxury Lifestyle Webstore International Pvt. Ltd. and M/s Advanced Beauty Cosmetic Clinic Pvt. Ltd.)*

**Role:**

**Facility Management:**

* Preparing plans for facility operations
* Looking after visa process for countries like Singapore, Thailand, Malaysia, Dubai, Australia, UK, USA, China, Schengen & Canada
* Arranging travel arrangements (tour, cab, accommodation, flight & train–domestic & international) and liaison with Telephones & Electricity Board
* Working on activities related to Foreign Exchange
* Accountable for handling proper & sufficient infrastructure across the branches
* Facilitating & satisfying the needs of the employees
* Designing the performance appraisal system for the organization and welfare activities
* Convincing the senior management for importance of technology and handling the implementation of a fully networked & automated office
* Evaluating the systems, negotiating on terms with vendors, assisting in installation and providing systems support
* Working independently to determine methods and procedures for new assignments
* Leading a **team of 25 members**

**Administration:**

* Looking after all business transaction operations
* Verifying:
* Documents with respect to all business transactions
* Administrative reports like Collection & Expenses, Petty Expenses and Material Movements
* Company’s stationery store / Admin Store by monitoring min & max level of stationery / consumables items
* Handling & maintaining the fund management activities
* Verifying & approving all the expenses of the organization
* Developing & maintaining good relationships with:
* Branch offices & franchisee centers
* Government Officials like Income Tax, Service Tax, Labor & Regional Transport Officials and Foreign Clients
* Creating:
* Project Report and arranging the loans from financial institutions & banks like OD,Personal & Business Loans,[Mortgage](http://www.paisabazaar.com/home-loan/?utm_title=Homeloan_landingpage_v2&utm_source=google&utm_medium=ppc0paisabazaar&utm_term=canara%20bank%20home%20loan%20interest%20rate%202014&utm_campaign=Long_Tail00Long_Tail_Interest), Housing & Automobile (Car/ Two Wheeler /[Commercial Vehicle](https://www.google.co.in/search?q=commercial+vehicle&es_sm=93&biw=1366&bih=667&tbm=isch&tbo=u&source=univ&sa=X&ved=0CDQQsARqFQoTCKTz7a2Y_scCFUodjgodVg0Gdw)) Loans for the Directors and companies
* Official Letters, Notices, Bonds, Agreements and Circulars
* Documents / legal agreements for international assignments
* Authorizing & issuing appointment letter and reliving documents and official documents
* Handling all aspects of the dedicated delivery operations for all separate locations of the companies with input throughout entire planning & implementation process; designing & introducing operating standards for each location
* Rendering exemplary standards of student service; resolving student claims, disputes & complaints
* Responsible for monitoring & handing attendance, leave & payroll management
* Interacting with Visitors, Bank Managers, Government Officials & Clients as per requirement and forwarding the same to the required concerned
* Liaising with bank officials for all major transactions

**Accounting, Legal, Statutory Obligation & Payroll Processing:**

* Creating:
* Financial statements and estimates of advance tax payable
* Return of income and its submission to Income Tax Officer
* Working as:
* Financial Consultant for future business development
* Authorized Person for preparation of Form16 (Salary) / Form16A (TDS Certificate) / filing of ETDS return
* Actively involved in possible tax planning with reference to existing activities of the companies
* Verifying the:
* Calculations for PF, ESI, TDS & Service Tax
* TDS return and its submission to TDS ward before 7th of every month
* Assuring that the:
* PF & ESI are paid within 12th or 13th of every month, Service Tax is paid before 5thof every month and ROC return to be filed annually
* Salary payable as per payroll is credited to the respective salary bank account of employees or paid through cheque or cash before 10th of every month
* Companies collections are properly deposited in bank (cash, card & cheque) & accounts are maintained properly
* Handling the required details of PF & ESI Consultant and managing tax deduction from the employee’s salary (after confirming with the auditors on the total tax liability of individual for the year)
* Liaising with International Attorneys like M/s.Surana & Surana & M/s. JUS Maxima Law Office, Mr. N. Raja Senthoor Pandian (Advocate) & Mr. Vijayalakshmi K. Rajaratnam (Advocate) for companies / directors legal issues
* Looking after all companies statutory obligation and legal issues
* Managing all the required documents & registers to the auditors for accounting into the system and discussing for finalization of accounts
* Accountable for due collection with clients and due payments to the vendors
* Formulating budget plans and balancing revenue & expenses without raising rates
* Overseeing the registrations with regards to STPI, NCVT (National Council for Vocational Training), Trade Mark, Copyright, Import & Export Code, Cosmetic, Professional Tax, Chennai Corporation Business License, Southern Railway Commercial Publicity Canvasser ship, TIN & CST No. and New Company Formation – India & USA
* Acquiring the Police Verification Certificate
* Authorizing for bills, payments, vouchers document and receipts
* Computing the incentives and PLB (Performance Linked Bonus) for the employees

**Secretarial Operations:**

* Attending & making calls to the Directors
* Looking after daily schedule / itinerary for the Director
* Getting an appointment with Higher Officials like Minister, Commissioner, Collector and Celebrities
* Drafting the important official and personal letters for Directors
* Maintaining the personal records of Directors
* Scheduling the financial and business activities of the Directors
* Filing the Income Tax returns of Directors

**HRM:**

* Actively involved in orientation of new employees
* Recruiting employees from operator to manager level and assisting V.P.-HR in higher level recruitment for all locations from corporate office

**Highlights:**

* Handled strategic & promotional activities for the organization
* Contributed in the successful set-up of interior & utilities for new offices and completed on or before given timeframe; played a pivotal role in finalization of layouts & setting-up of interiors in the office premises and maintaining a uniform design, colour scheme, choice of materials, so on
* Instituted a processes for each activity under Facility Management, thereby achieving remarkable scores in all audits on control
* Achieved space optimization and consolidation in the unit thereby delivering an annualized savings
* Disseminated a centralized budget for Facility Management in each unit / zone and instituted a mechanism to track expenses for driving efficiency; it resulted in savings against the annual Operating Expenditure (OPEX) budget
* Worked & coordinated with Design Works & Saran Associates for layout & interior, building elevation works and architectural works for new office set-ups & Director’s House

**PREVIOUS / PART-TIME EXPERIENCE**



**Apr’02-Apr’03 Software Solutions Integrated Limited, Chennai as Operation Executive**

**EDUCATION**

Pursuing **MBA (Finance & Systems)** from CDE-Bharathidasan University, Tiruchirappalli

2003 **B.Sc. (Computer Science)** from The New College, Chennai

**Other Course:**

* **Master of Diploma in Advanced Information Technology** from Bureau of Data Processing Systems Limited, Chennai in 2002