**PSADANANDAN**

E.mail Id: psadanandan.374267@2freemail.com

Seeking assignment in General Administration, Facilities Management, Security Management Services with an organization of high repute

CAREER SYNOPSIS

* Over 24 years in various construction companies and manufacturing companies in Corporate Sectors of Senior Office experience in General Administration Management, Security Management.
* Strong ability to master a situation quickly: highly knowledgeable in a wide variety of professional disciplines and an expert at organizing and directing turn around situations.
* Proficient in overseeing the entire salary administration, employee welfare, general administration, etc.,
* Adept in supporting and sustaini9ng a positive work environment that fosters team performance with strong communication and relationship management skills.

CORE COMPETENCIES

General Administration

* Managing Administration in Assignments
* Handling day to day activities in co-ordination with internal / external department for smooth operations of the organization.
* Managing maintenance of building services (Facility Management and civil works etc)
* Developing and implementing procurement strategies/purchase schedules from vendors and ensuring alignment with organization objectives

Human Resources Management

* Managing salary administration to staffs and Sub-staffs for timely payment

Labour Resources and Mobilizations

* Capable of generating Labour Mobilization by virtue of my relations with the major contracts who are working at our site

Security Management

* Implementing stringent security measures for the safety of high-value assets
* Ensuring implementation of security policies and monitoring within the legal frame work.

CAREER CONTOUR

**SHAPOORJI PALLONJI COMPANY PRIVATE LIMITED from April 2012 to Till Date**

**Sr.Officer-Administration (High Rise building Project worth of Rs.200/- Crores under HCL Technologies,Bangalore has been completed,and 38th Floor residential apartment in Bangalore 5 towers for LILLY PASHMINA WATER FRONT PROJECT, BANGALORE) presently working in 200 crore INDUSTRIAL PROJECT IN HASSAN KARNATAKA.**

* **Managing general Administration of the entire project**
* **All Statutory works independently handling, ESI,PF, Form T.,Labour office, Pollution Control Board.**
* Ensuring proper house keeping and facility management
* Managing strength 150 staffs(Regular and temp.) and 1500 labours
* Ensuring safety and security management all times at project.
* Ensuring vehicles and transport management
* Ensuring accommodation management
* Implementing and ensuring ISO& OHSAS process effectively
* Assisting in vendor development
* Implementing new policies and strategies of the company
* Conveyance arrangements of staff by hiring vehicles and insurance of vehicles hire agreement as per company terms and conditions.
* Travel and Hotel arrangements for executives/officers on tour and visiting at site
* Reporting to directly to Manager P &A
* Looking after welfare of all site personnel including Transport, Meeting etc.,
* Implementing a reporting system for all personnel related matter at all project site.
* Daily Checking a Vehicle Log Book of company owned and Hired Vehicle.
* Deployment of Security personnel as per site requirement.
* Arrangement of office furniture and equipment as per requirement
* Collecting a Camp status from Camp administrator and reporting Manager P & A
* Providing accommodation for all staff and workers where company owned or hired houses as per policy forwarded by company.
* Obtaining Labor license from the competent authority and maintenance of registers and records as per labor laws and submitting reports and returns like date o0f commencement of work, half yearly returns, Annual returns list of holiday and renewal of Labor License. Liaison with concerned officers for smooth functioning of office.
* **I am capable of generating Labor Mobilization by virtue of my relations with the major contracts who are working at our site**

**LANCO INFRATECH LTD., AUGUST 2010 TO MARCH, 2012**

**Sr.Officer-Administration (Power Plant Project worth of Rs.5000/- Crores under Orissa Govt.)**

------------------------------------------------------------------------------------------------------------------------------------

* Managing general Administration of the entire project
* **All Statutory works independently handling, ESI,PF, Form T.,Labour office, Pollution Control**
* Ensuring proper housekeeping and facility management
* Managing strength 150 staffs(Regular and temp.) and 1500 labours
* Ensuring safety and security management all times at project.
* Ensuring vehicles and transport management
* Ensuring accommodation management
* Implementing and ensuring ISO& OHSAS process effectively
* Assisting in vendor development
* Implementing new policies and strategies of the company
* Conveyance arrangements of staff by hiring vehicles and insurance of vehicles hire agreement as per company terms and conditions.
* Travel and Hotel arrangements for executives/officers on tour and visiting at site
* Reporting to directly to Manager P&A
* Looking after welfare of all site personnel including Transport, Meeting etc.,
* Implementing a reporting system for all personnel related matter at all project site.
* Daily Checking a Vehicle Log Book of company owned and Hired Vehicle.
* Deployment of Security personnel as per site requirement.
* Arrangement of office furniture and equipment as per requirement
* Collecting a Camp status from Camp administrator and reporting Manager P & A
* Providing accommodation for all staff and workers where company owned or hired houses as per policy forwarded by company.
* Obtaining Labor license from the competent authority and maintenance of registers and records as per labor laws and submitting reports and returns like date o0f commencement of work, half yearly returns, Annual returns list of holiday and renewal of Labor License. Liaison with concerned officers for smooth functioning of office.
* I am capable of generating Labour Mobilization by virtue of my relations with the major contracts who are working at our site
* Vehicle documentation-payment of Road Tax Insurance etc., in respect of company’s owned equipment and vehicles.
* Other miscellaneous activities pertaining to Personnel & Administration department.

**WESTCOAST POLYMERS PRIVATE LIMITED – December 1999 to August 2009**

**Officer-Administration (Manufacturing Company, In South India only one ISO 9001-2008 Certified Company)**

Accountabilities

* Managing General Administration of the entire project
* Managing Legal compliance like P.F.Department, ESI Department and Factory Inspector, Pollution Control Board etc.,
* Managing House Keeping and facility management
* Ensuring Safety and Security management
* Managing Vehicles and transport management
* Managing processes and systems of the company through ISO process
* Implementing of new policies and strategies and directed by management

**------------------------------------------------------------------------------------------------------------------------------------------**

**HINDUSTAN CONSTRUCTION COMPANY LTD., (MUMBAI) Jan.1998 to May 1999**

**Clerk Personal & Administration (Project worth of 1500 crores Gosikhurd Spillway Project under PHD Govt.of Maharashtra).**

* Managing of General Administration
* Managing House Keeping and facility Management
* Man management skill with staffing of 150 staffs and 2000 labours
* Administrative of safety management.
* Managing vehicles management
* Managing vehicles management
* Managing messes and Guest House Accommodation
* Managing and ensuring security, safety and vigilance system updates

**HINDUSTAN CONSTRUCTION COMPANY LTD., (MUMBAI) Jan.1994 to May 1997**

**Timekeeper(Project worth of 2000 cores Lower Periyar Dam Works under Kerala State Electricity Board).**

* Managing of General Administration
* Managing House Keeping and facility Management
* Man management skill with staffing of 150 staffs and 2000 labours
* Administrative of safety management.
* Managing vehicles management
* Managing vehicles management
* Managing messes and Guest House Accommodation
* Managing and ensuring security, safety and vigilance system updates

HINDUSTAN CONSTRUCTION COMPANY LTD., (MUMBAI) Mar.1989 to Dec. 1997

Timekeeper(Project worth of 2500 crores Lower Periyar Tunnel Works under Kerala State Electricity Board Govt.of Kerala).

* Managing of General Administration
* Managing House Keeping and facility Management
* Man management skill with staffing of 150 staffs and 2000 labours
* Administrative of safety management.
* Managing vehicles management
* Managing vehicles management
* Managing messes and Guest House Accommodation
* Managing and ensuring security, safety and vigilance system updates

SCHOLASTICS

* B.A. Calicut university .

IT SKILLS Well versed with MS office and Internet Application

|  |  |  |
| --- | --- | --- |
| PACKAGES | INSTITUTION | YEAR |
| Type Writing English Higher and Short Hand 3 years practice. | Govt. Institution | 1986 |
| M.S.Office Certificate, Word Fox Pro Application and all computer work independently | NATIONAL COMPUTER ACADEMY, PAYYANNUR | 2006 |

PERSONAL DOSSIER

Martial Status : Married

Depended : Wife, 1 Son and 1 Daughter, and aged Mother

Nationality : Indian

Date of Birth : **12-02-1965 , 51 years**

Languages Known : English, Hindi, Tamil, Bengali, Karnataka and

 Malayalam

Hobbies : Listening Music, playing and watching Foot Ball etc.,

Height : 5.5 Feet

Weight : 82 Kgs

Present Salary Package : Rs.585000/- Per Annum

Expected Salary : Negotiable

**Passport No. : M.164457**

22/05/2017

 SADANANDAN P