# Bakthavatsalam Suravaram

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## PROFESSIONAL EXPERIENCE

Currently working as **Manager Administration (Temporary)** since August 2024 with Vibgyor Group of Schools in Bangalore to support my mother's treatment in Bangalore. Need to shift to a permanent job ASAP.

Sep 2023-July 2024 **Shiv Nadar University Chennai and SSN College of Engineering**

***Head Facilities***

- Heading facility management for the SSN Group of Institutions TN
- Vendor management
- Stores & Inventory Management.
- Event Management
- Budget preparation and tracking.

June 2022-Feb 2023 **XIAOMI TECHNOLOGY INDIA PRIVATE LIMITED.** Bangalore, India

***Manager Admin Procurement Facilities***

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Analysed budgets, forecasts and current trends
- Managed expense tracking
- Sourcing, Procurement, Warehousing & Logistics
- Vendor development & Vendor management
- Event Management

July 2019-June2022 **INDIAN INSTITUTE OF MANAGEMENT.** Bangalore, India

***Associate Manager***

- Organized and allocated resources required to meet needs of students and staff
- Custodian of records related to IIM.
- Prepared reports for MHRD and Parliamentary Committee meetings
- Managed invoicing and payment processing operations
- In charge for procurement of all admin related assets, consumables for the institution through tendering process
- Vendor, transport, facility and tender management
- Serving as secretary to Board of Governors in the absence of CAO and conducting BOG meetings and compiling the minutes.
- Initiate rate contracts and agreements wherever possible
- Event Management

Oct 2017-June 2019 **PRESIDENCY UNIVERSITY.** Bangalore, India

***Executive Assistant***

- Screened calls and emails and responded accordingly to support executive correspondence
- Updated spreadsheets and created presentations to support executives and boost team productivity
- Transcribed meeting minutes to support sales, business development and senior management teams
- Created expense reports, budgets and filing systems for management team
- Service matters such as appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive pertaining to both teaching and non-teaching employees
- Maintenance of sanctioned scale register and gradation list of both teaching and non-teaching employees
- Event Management

Sep 2013-Oct 2017 **AMELIO CHILDCARE PVT LTD.** Chennai, India

***Manager Administration***

- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving
- Communicated corporate objectives to various departments to meet deadlines and adhere to company budgets
- Met project deadlines without sacrificing build quality or workplace safety
- Maintained relationships with material vendors to lower costs and diversify capabilities
- Planned, designed and scheduled phases for projects
- Led project teams through design, construction and launch process

Jan 2012-Sep 2013 **K L UNIVERSITY.** Chennai, India

***Manager***

- Assessed progress and provided feedback to intern and team members
- Reinforced employability skills and helped intern understand and interpret work culture
- Drafted mockups and submitted them for review
- Developed policies and procedures for effective practice management
- Maintained office schedule and calendar of workflow and meetings

Jan 2008-Dec 2011 **IEC ABROAD PRIVATE LIMITED.** Chennai, India

***Manager Administration Branch Operations***

- Managed team of employees, overseeing hiring, training and professional growth of employees
- Trained employees on proper procedures and strategies to improve productivity
- Maintained branch files for major accounts and employees
- Monitor inventory of office supplies and the purchasing of new material with attention to budget
- Monitor costs and expenses to assist in budget preparation

June 2005-Jan 2008 **BOARDEX INDIA PRIVATE LIMITED.** Chennai, India

***Senior Executive Administration***

- Maintained protocol throughout routine work days and special events
- Administrative support to office staff, promoting excellence in office operations
- Planned and executed events for employees and clients and managed logistics and vendor relations
- Scheduled appointments and meetings, organized materials and prepared rooms
- Collected data, input records and protected electronic files
- Created and updated records and files to maintain document compliance

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## EDUCATION

2007-2010 **INDIRA GANDHI NATIONAL OPEN UNIVERSITY.** New Delhi, India

*Master of Computer Applications*

1998-2001 **SRM ARTS AND SCIENCE COLLEGE.** Chennai, India

*Bachelor of Electronic Science*

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## OTHER

- Languages: English (Proficient) Tamil (Proficient), Hindi (Speak), Telugu (Speak), Kannada (Speak)
- Technical Skills: MS Office, Cost Analysis, Budgeting.

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