

BHASKAR GEDDAM

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Professional Objective

Seeking a position in an Industry where I can utilize my skills and abilities that offers Professional growth to the Industry and self while being resourceful, innovative and flexible.

Education Profile

TYBCOM	:2005
University	: S V University
Percentage of marks	: 50
HSC	: 2002
Institution	: Sheshachala Junior College
Board	: AP Intermediate Board
Percentage of marks	60
SSC	: 2000
Institution	: Sairam Vidya Mandir, Nagari
Board	: Secondary Educational, AP
Percentage of marks	66

Executive Profile

Company : Brocus IT Solutions PVT LTD from March 2022 to Till Date

Position : Admin Manager

ROLES & RESPONSIBILITIES

- Prepare and maintain budget for office inventory
- Ensure schedule all AMC, maintenance work with all vendors on periodic basis provide inputs for all the budgeting process.
- Ensure smooth and adequate flow of information within the company to facilitate other business operations.
- Monitor costs and expenses to assist in budget preparation.
- Follow-ups from vendor and carrying out office maintenance related work. Make travel and accommodation arrangements for company guests.
- Coordinate Responsible for day-to-day administration activities, supervising day to day and housekeeping tasks.
- Keeping track of company's telephone and mobile bills, timely payment and ensuring smooth services.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Provides supplies by identifying needs for reception, switchboard, mailroom, and work schedules.
- Maintaining Canteen related work.
- Conducting field work as and when required. Develop and carry out an efficient documentation.
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure the smooth and adequate flow of information within the company to facilitate

- Supports organization staff by establishing a recruiting, testing and interviewing program counseling managers on candidate selection conducting and analyzing exit interviews and recommending changes
- Monitor inventory of office supplies and IT assets and the purchasing of new material with attention to budgetary constraints.
- Managed all administrative Tasks for a team of 200+ remote employees.

Company : Jarvis Technology and Strategy from March 2018 to February 2022

Position : Admin Manager

ROLES & RESPONSIBILITIES

- Ensure schedule all AMC, maintenance work with all vendors on periodic basis provide inputs for all the budgeting process.
- Ensure smooth and adequate flow of information within the company to facilitate other business operations.
- Monitor costs and expenses to assist in budget preparation.
- Follow-ups from vendor and carrying out office maintenance related work. Make travel and accommodation arrangements for company guests.
- Coordinate Responsible for day-to-day administration activities, supervising day to day and housekeeping tasks.
- Keeping track of company's telephone and mobile bills, timely payment and ensuring smooth services.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Provides supplies by identifying needs for reception, switchboard, mailroom, and work schedules.
- Maintaining Canteen related work.
- Travel Management Arrange
- Conducting field work as and when required. Develop and carry out an efficient documentation.
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure the smooth and adequate flow of information within the company to facilitate
- Other business operations.
- Supports organization staff by establishing a recruiting, testing and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.

Company : Edenred India Private Limited from April 2012 to 2018

Position : Sr Admin Executive

ROLES & RESPONSIBILITIES

- Follow-ups from vendor and carrying out office maintenance related work.
- Make travel and accommodation arrangements for company guests.
- Coordinate Responsible for day-to-day administration activities, supervising day to day and housekeeping tasks.
- Keeping track of company's telephone and mobile bills, timely payment and ensuring smooth services.
- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Provides supplies by identifying needs for reception, switchboard, mailroom, and work schedules.
- Provide strong reporting and analytical information support to management team.
- Anticipate client needs and develop solutions to meet those needs.
- Manage schedules and deadlines

Company : Accor Services India Private Limited from August 2006 to 2012
Position : Sr Admin Excutive

ROLES & RESPONSIBILITIES

- Working Order office stationery and supplies
- Maintain internal databases
- Submit expense reports
- Keep employee records (physical and digital)
- Maintain a filing system for data on customers and external partners
- Distribute incoming and outgoing mail , Prepare regular reports and presentations
- Organize, store and print company documents as needed
- Answer and redirect phone calls
- Make travel arrangements
- Handle queries from managers and employees
- Update office policies and ensure compliance with them
- Checking the Sales Report (Reimbursement) of Associates on a regular basis.
- Maintain MIS Report (Stock/Orders/Dispatches)
- Maintain all Purchase documentation
- Maintaining Roster for Office Boys/Securities/Housekeeping staff.

Hobbies

- Playing Cricket and Carrom.
- Listening to rock and fusion music

Personal Details

Date of Birth : 25-05-1985
Nationality : Indian
Marital Status : Married
Languages : English, Hindi, Marathi,Telugu
Permanent Address : Iruguvai (vill &post), Nindra (Mandal), Chittoor (D.t),A.P.India. Pin code: 517590

(Bhaskar Munaswamy Geddamm)
