

# MRUTHUNJAYA S

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## Professional Summary

Operations & Administrative Professional with over 9 years of experience at Shahi Exports, one of India's largest export houses. Proven expertise in asset and vendor management, travel operations, office administration, and strategic cost control. Adept at introducing digital systems, managing multi-location logistics, and enhancing team efficiency. Recognized for implementing innovative solutions like electric fleet management and WhatsApp-based admin support tools to streamline operations.

## Key Achievements

- Developed and implemented a WhatsApp-based "One-Touch" admin support system, reducing internal query resolution time by 40%.
- Initiated electric fleet adoption, improving sustainability while reducing maintenance and fuel costs by 25% over 12 months.
- Introduced transportation management software, enhancing vehicle tracking and reducing route-related inefficiencies.
- Successfully managed a fleet of 50+ vehicles and 30+ vendors with zero payment delays and complete documentation compliance.
- Reduced admin-related petty cash overspend by 20% through data analysis and stricter SOP enforcement.

## Professional Experience

**Senior Executive – Administration | Shahi Exports Pvt. Ltd., Bangalore**      Aug 2016 – Present

### Asset & Vendor Management

- Oversaw procurement and documentation for a fleet of 50+ vehicles, ensuring 100% compliance with road tax, fitness, permits, and insurance renewals.
- Managed annual asset maintenance and service budgets exceeding ₹40 lakhs, achieving 20% cost savings through preventive servicing and vendor negotiation.
- Supervised relationships with 30+ vendors, implementing a billing and audit system that improved payment cycle efficiency by 35%.
- Handled fuel card operations and GPS tracking, enabling quarterly reporting of fuel, R&M, and driver expenses; reduced fuel wastage by 18% through route optimization.

## **Travel Desk & Transport Management**

- Coordinated over 100+ monthly bookings including flights, hotels, buses, trains, and local cabs for both employees and international buyers.
- Introduced centralized travel booking via partner agencies, cutting travel arrangement time by 30% and saving the company ₹6–7 lakhs annually.
- Managed daily transportation for 200+ staff via company vehicles and third-party aggregators like Ola/Uber with zero downtime in shift changeovers.
- Oversaw monthly vendor billings of ₹10–12 lakhs, ensuring 100% GST-compliant documentation and zero audit discrepancies.

## **Administrative Operations**

- Supervised day-to-day administrative functions for an office of 300+ employees, ensuring smooth functioning of office spaces, canteen, and housekeeping.
- Managed a team of 12 support staff including housekeeping, canteen, and security, improving task efficiency through structured rota systems.
- Conducted quarterly HHS and ERT audits, achieving 100% safety compliance and reducing reported safety incidents by 40% year-over-year.
- Led training programs for first aid and emergency response across departments, enhancing emergency preparedness by 50% (measured via drill response times).
- Reduced overall administrative operational overheads by 15% through renegotiation of vendor contracts and tighter petty cash controls.

## **Education**

- MBA (General Management) – St. Joseph's College, Bangalore (2018 – 2020)
- BBM (Business Management) – Fullinfaws College, Bangalore (2013 – 2016)
- PUC – Vani Vilas PU College, Bangalore (2011 – 2013)

## **Skills**

- Strategic Administration & Facility Management
- Office Operations & Cost Control
- Communication & Team Leadership
- Data Reporting & MS Excel

## **Languages**

English, Kannada, Telugu, Tamil, Hindi