

# Sravan B

## Senior Administrator

Experienced and detail-oriented **Senior Administrator** with **8+ years** of expertise in office management, operations coordination, and ensuring seamless administrative support. Proficient in prioritizing tasks, streamlining workflows, and delivering efficient solutions to meet organizational objectives. Skilled at building strong professional relationships, fostering team collaboration, and supporting staff in achieving their goals.



sravanbofficial@gmail.com

+91-7012417597

Trivandrum, Kerala, India

30 June, 1994

Passport No: W9769105 (valid up to 31/01/2033)

## KEY SKILLS

Staff Management

Workflow Planning

Strategic Planning

Customer Relations

Appointment Scheduling

Vendor Management

Administration

Procurement

Operations

Facilities Management

Leadership

## WORK EXPERIENCE

### Senior Officer

Electrosteel Castings Ltd.

01/2020 - Present

Trivandrum, Kerala, India

#### Achievements/Tasks

- Managing Vendor Negotiations, Creation of PO.
- Managing IT & Hardware Procurement.
- Managing and coordinating all administrative functions within the office.
- Responsible for the upkeep of the office facilities.
- Managing the maintenance of the office infrastructure.
- Maintaining the repairs needed to be done on time while minimizing the hindrance to the normal office hours.
- Taking in charge of pantry facilities including stock keeping of the consumables needed in the pantry.
- Maintaining stock of office consumables and supplies like office stationery, printer consumables, and any other supplies as required.
- Monitoring the front office including handling of calls and visitor management.
- Managing and coordinating with multiple vendors as required for the smooth functioning of various functions like travel and ticketing, cab, office supplies, etc.
- Maintaining and managing courier services and registers for the same.
- Supporting and involving in organizing official functions in coordination with the HR and finance department.
- Ensuring timely supply of onboarding items like ID cards, access cards to new joiners.
- Coordinating with the HR and finance department for the maintenance of the medical insurance for the employees, including addition and deletion, and renewal of the insurance on a regular basis.
- Negotiating with the vendors and obtaining the best possible solutions for the company.

### Operations Executive

Dridatah Technology Pvt.Ltd

11/2016 - 12/2019

Kazhakkuttam, Trivandrum, Kerala

#### Achievements/Tasks

- Communicated with upper management to develop strategic operations goal.
- Developed strategic long-range plans to achieve strategic objectives.
- Created and managed the organization's fiscal operating and capital budget and expenses.
- Monitored operational performance of both internal and external service providers.
- Monitored facility condition and environmental performance and recommending or approving funding levels and spending plans.

## WORK EXPERIENCE

### Process Associate

Hueray Technologies Pvt. Ltd, Technopark,

02/2016 - 08/2016

#### Achievements/Tasks

- Studying the details of each offering and remaining abreast of updates to these offerings.
- Obtaining and updating lists of individuals' contact details.
- Calling active and budding clients to encourage the purchase of items.
- Addressing clients' uncertainties, grievances, and suggestions on time.

Trivandrum, Kerala, India

## ACADEMIC QUALIFICATION

### Master of Arts in English Literature

Annamalai University

2018

### Bachelor of Arts in English Literature

Annamalai University

2016

### Diploma in Computer Applicatio

Centre for Development of Advanced Computing

2014

### Higher Secondary - Computer Science

Board of Kerala Higher Secondary

2012

### S.S.L.C (Secondary)

Board of Public Examination, Kerala

2010

## LANGUAGES

English



Malayalam



## TECHNICAL SKILLS

MS Office

Word | Excel | PowerPoint

ERP Software

SAP

## PERSONAL INFO

Nationality : Indian

Gender : Male

Marital status : Married

## INTERESTS

 Music

 Movies

 Travel

 Fitness

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**Sravan B**