

**ROSHI RADHAKRISHNAN**

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**CAREER GOAL**

To be a part of Organization that helps me to exhibit the best of Skills and Talents.  I possess for the growth and development of the Organization and in the process to learn, enrich my Skill set in my profession

**CAREER SNAPSHOT**

**A Self-motivated & Competent Professional** with **over 8 years’** experience in the areas of: -

- Administration - Facilities Management - Vendor Management

- Housekeeping Operations - Inventory Support - HR Operations

- Relationship Management - Travel Desk - Front Desk

- Statutory Compliance - Transport Coordination - Audit Support (ISO)

**AREAS OF EXPERTISE**

* Adept at handling day to day activities in coordination with internal / external departments for ensuring smooth business operations.
* Extensive experience in general administrative activities, personnel management, and facility management across assignments.
* Demonstrative excellence in executing housekeeping activities in the organization with new initiatives for restructuring of cleanliness and health facilities.
* An effective communicator with exceptional relationship management & problem solving skills.
* Strong organizer, motivator, team player and a decisive leader with successful track record in directing from original concept through implementation to handle diverse Administrative dynamics
* Skilled in major computer applications related to work like Microsoft Word, Excel, PowerPoint, Outlook, Internet, Travel Management Software, Attendance Software
* **CAREER SCAN**

**Organization: Resil Chemicals Pvt Ltd**

**Duration: June 2013 to till date**

**Designation: Officer - Administration**

* Responsible for managing incoming and outgoing calls.
* Handling the tasks of attending visitors and organizing meetings.
* Responsible for courier management
* Canteen Management
* Perform the tasks of maintaining administrative records of the organization such as inventory order, office supplies, Store records.
* Handling the Global Corporate Travel Desk.
* Vendor Management
* Handling the billing, processing the invoices and submitting to the finance department.
* Skilled in maintaining Housekeeping & Pantry services.
* Handling all the mail room activities.
* Handling all employee requests i.e. letter head request, visiting cards request, name plate request, housekeeping request, lamination request, framing request etc.
* Managing Calendar for Head of the Department & Team.
* Drafting Agendas, event planning, including associated travel and logistical arrangement
* Handling business clients and facilitating meetings.
* Maintaining office telecommunication.
* Managing effective utilization of Conferences & Meeting rooms.
* Responsible for arranging the travel and stay for the visitors, clients and employees travelling domestic and international
* Maintaining cafeteria for the employees.
* Arranging Transport for guests & visitors
* Taking care of Admin petty cash.
* Check and Respond to the escalation mails and resolve
* Maintain Admin documentation as per ISO 9001 requirement
* Handling Travel Management– Air / Road / Rail/ hotel/ travel Insurance/ Visa application.
* Handling Maintenance of office cars / Booking of Vehicles / Insurance renewal
* Developing and implementing key procurement strategies / purchase schedules from the vendors and ensuring alignment with organizational objectives.
* Ensuring smooth operations at all times and maintaining proper decorum & discipline
* Rendering administration related support to branch offices in India.
* New Telephone line installation / Repairs / Replacement
* Taking care of all kinds of arrangements pertaining to the meetings and conference bookings.
* Assuring timely follow up with account department regarding payments.
* Ascertaining the quality of the food as per the desired standards. Organising various events like Festivals, Factory day, farewells, Felicitation, Birthday celebrations etc. in the office / Banquet halls.
* Maintaining a database and issuance of data card/ mobile connections for the staff.
* Handling Visiting Cards and identity cards issues of employees for all the branches. Ensuring authorized access into the company premises

**Organization: Taj Gateway-Bangalore**

**Duration: 19 March 2012 to - 09 June 2013**

**Designation: Front Office Executive**

**Organization: Hotel Trinity Isle-Bangalore**

**Duration: 20 July 2010 to – 10 March 2012**

**Designation: Front Office Assistant**

**SCHOLASTICS**

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| **LEVEL** | **YEAR OF PASSING** | **BOARD/UNIVERSITY** | **MAJOR SUBJECT** | **MARKS (%)** |
| BA | 2014 | Shobit University | English | 65 |
| Diploma | 2008-2009 | Cambridge University {AHA Bangalore} | Aviation & Hospitality Management | 90 |
| P.U.C | 2006-2008 | KPCHSS, Pattanur,Kannur | Humanities | 80 |
| 10th | 2005-2006 | KPCHSS, Pattanur,Kannur |  | 78 |

**PERSONAL VITAE**

Date of Birth: 25th March 1991

Languages Known: English, Malayalam, Tamil , Kannada & Hindi

Address: Sreenilaya 4th cross, Opposite Kammagandanahalli post office, Abbigere main road Bangalore-15

Marital Status: Single