

Tix Mathew

+91-9035085417, tixmathew@hotmail.com



Career Objective

Multispecialty professional endeavoring a stable and challenging position in Administration and Facilities of a growth-oriented company, where my expertise, as well as my experiences, will significantly add to the overall prosperity of the company and render opportunities to my career.

Profile Summary

Excellent organizational skills with the ability to prioritize and execute multiple projects simultaneously and work in a fast paced environment.

Admin professional with qualitative experience, well organized, enthusiastic, earnest and motivated.

Superintending smooth implementation of organisational policies, rules and regulations

An effective communicator with good interpersonal and presentation skills

Ability to multitask and operate well under mounting pressure situations

Key Skills/ Core Competencies

General Administration

Vendor Management

Asset Management

Facilities Management

Fire & safety

Security Management

Logistics Management

Strategic Planning

Policy Implementation

Work Experience

Mechelonic Welders Pvt Ltd- Bangalore

Designation : Assistant Manager- Operations & Administration

Period : September 2018—Till Date

Waste Management Society(NGO)- Bangalore

Designation : Manager- Administration

Period : January 2016—November 2017

Institute of Health Management Research- Bangalore

Designation : Assistant Manager- Administration & HR

Period : May 2013—January 2016

Kuoni Travel (India) Pvt Ltd- Bangalore

Designation : Deputy Manager- Administration

Period : March 2006—May 2013

Paras Medical Books Pvt Ltd- Hyderabad

Designation : Administrative Executive

Period : Jan 2003 to March 2006.

Key Result Areas/Responsibilities

General Administration

Controlling day to day Administration process and functions comprising Vendor Management, Facilities, Logistics, Security, Asset, Budgeting, Petty cash, Cafeteria, Attendance & Time management and Purchase.

Manage and carry out all maintenance works at HO and Branch offices.

Coordinating for Implementation of policies with HR.

Propose and manage any modification or alteration required for different offices.

Responsible for purchase/installation of office equipment at new and existing offices.

Supporting inventory accounts of company assets, material and updating them regularly.

Admin expenses budgeting and internal audit on assets.

Guided the efforts over outlining as well as budgeting of Administration and Facilities expenditures and strive towards depreciating the operational costs.

Coordinate for getting quotations from different suppliers for all purchases. Prepare comparative statements for the same before submitting it to the purchase committee for selecting the vendor.

Monitor and track for the renewal of any license, agreements , registrations / approval required for the operation of company's business and for the procurement of any new license and approvals

To motivate the employees for maintaining all kinds of personal safety.

Professionally served as a liaison with the Government authorities such as the Labour Department, ESIC, PF, Commercial Tax, BESCOM and POLICE for business and emergency requirements.

Creating and submitting MIS Reports to the management/HO.

Disposal of the company's assets when agreed and according to applicable policies and approvals.

Facilities Management

Supervising administration related activities including housekeeping, maintenance, infrastructure management, facilities planning, security, fire & safety and utilization of resources.

Ensure Pest control and disinfection of office premises as per schedule.

Maintenance of facility machinery like workstations, shop floor, office equipment, organization transports, utilities, supplier agreements, property and lease contracts.

Check and control the annual maintenance contract for all office equipment at different offices.

Arranging for necessary infrastructure involving purchase of capital equipment, managing relocation of the office premises.

Managing AMCs pertaining to upkeep of office equipment, ensuring compliance with the service level agreements by all the vendors/ contractors.

Vendor Management

Driving all classification programs for vendors

Keeping healthy working relationship with vendors

Assuring quality services from vendors and managing precise records for each vendors

Developing and negotiating with vendors, managing contracts for obtaining timely procurement of materials and services at favorable terms.

Overseeing all procurement activities and issuing RFQs, PR, POs/ WOs, contract agreements, verification of BOQ and invoices for timely payment.

Administering all agreements and developing initiatives

Logistics/ Transportation & Event Management

Ensure that all drivers and operators adhere to the work schedule.

Ensuring effectiveness and optimizing the cost if possible.

Preparing & managing transport schedule as per requirement.

Keeping, refreshing and tracking of renewals prior to getting expired, that is vehicle insurance, drivers and operator's license, project entry passes and general services.

Booking of the Hotels/ Banquet Halls for the Guest/ Events

Monitor proper booking of the travel tickets for the staff and the Guests

Coordinate for event management.

Coordinate with marketing for exhibitions and other requirements

Issuing purchase orders for new vehicles according to company policy.

Disposal of vehicles when replacement is due

Issue Fuel cards.

Issuing purchase orders to vendors for leased vehicles, the ongoing management of their account and associated operational issues.

Arrangement of vehicle as per the rental requirements.

Administration of the approval and maintenance process for payment of staff outdoor travel allowances.

Employee Facilitations

Check if all the employees are issued with the required work station, stationery, ID/ visiting cards etc.
Any issue brought to my notice by any employee will be sorted out ASAP.
Encouraging a zero tolerance atmosphere for all kinds of harassment.
Check if the basic needs of all the employees are met with.

Human Resources Management

Controlling day to day human resource processes and functions comprising compensation and benefits, planning, talent acquisition/recruitment, employee relation, employee retention, staffing, performance management, grievance and discipline tasks, adherence to local labour laws and payroll.
Searching resumes from online databases like Naukri, Monster and Times Jobs, etc.. company database and through references.
Screening resumes for accurate skills matching. self-involvement in preliminary telephonic interviews with candidates to ascertain their competencies, skills and aspirations (position, salary, relocation aspects etc).
Scheduling final interviews with the panel. Coordination for interviews, feedback and selection list.
Ensure interview papers reach the HO/ Management for processing as per TAT.
Administering and consulting HR related matters with cross functional managers based on duties, tasks and goals.
Induction to new recruits and ensure joining kit reaches HO on time.
Operating jointly with management and employees to enhance business relationships, boost morale, grow productivity and retention.
Overseeing, directing and coordinating with the project administration in all HR linked concerns.
Conducting exit interviews and transmitting feedback to the top management
Maintain MIS of recruits, manpower situation, payment and resignations.
Handling attendance (Access Card) system, employee leave records and clearance for transfer / termination.
Maintain a checklist for the HR Team with regard to scheduling interviews, dispatch of appointment orders & DOJ.

Operations Management

Design and implement plans for the effective use of material and labor resources to achieve manufacturing target

Supervise the operations of manufacturing personnel to ensure a manufacturing process is within budget and time schedule

Oversee the hiring, orienting and training of technical production employees to ensure a competent workforce

Conduct studies and research to discover a more effective approach to production

Oversee the regulation of work shift to ensure proper workload distribution

Monitor manufacturing team to ensure operations are in compliance with health and safety standards

Schedule the maintenance of production equipment and machines to ensure efficient operations

Analyze and provide solutions to manufacturing challenges / problems

Liaise with the quality assurance department to ensure product quality and specification are consistent

Conduct assessments to identify mechanical and procedural limitations that minimize work efficiency

Monitor and control production process to adjust operations in event of a problem

Collaborate with Sales, Marketing and Finance department to implement strategies that'll improve cash flow

Oversee the procurement of raw materials and equipment required for manufacturing

Review personnel performance of team members.

Academics

B.Sc Mathematics from Mahatma Gandhi University, Kottayam, Kerala.

Technical Skills

Microsoft Office Tools, MS Outlook, Internet and Google Docs

Personage Attributes

Active as well as Proactive
Self-motivated and determined

Disciplined, punctual, dependable and maintain apex level of confidentiality
Decision making
Leadership skills
Effective communicator
Analytical and Critical thinking
Ability to conceptualize ideas, prioritize and execute
Ability to understand, learn and adapt by engaging with stakeholders
Interpersonal and interdepartmental skills.
High integrity towards the company.
Fast Learner and Team Building expert.
Compliant and Adaptable

Personal Dossier

Name : Tix Mathew

Communication Address : #A3-217, Janapriya GreenWood Apartments, Somashettihalli, Bangalore – 560090

Date of Birth : 05th April,1980

Marital Status : Married

Gender : Male

Languages : English, Hindi, Tamil, Kannada and Malayalam

References

Will be more than happy to furnish on request

Declaration

All the information mentioned above are accurate to the best of my understanding

Tix Mathew