

CURRICULUM VITAE

Dayanand T.V

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Profile Summary:

15+ years of Experience in Administration, Facility, Vendor Management, Operations, Team Management, Sales & Marketing.

Career objective

I am seeking a competitive and challenging environment, where I can serve your organization and establish a career for myself.

Work Exposure at Air India Sats Service Pvt Ltd., BANGALORE

Designation: Senior HR Executive.

Duration: February 2014 to April 2021

Job Responsibilities:

- Responsible for overall Maintenance, Facility & Administrative activities.
- Team Handling (BMA & BBA) - Baggage's Scanning, Screening & Passengers Enquiries, Other Queries (Online & Voice Support)
- Other Responsibilities – Supervising Traffic management & Parking management.
- Reports & Documentations (Daily, Weekly & Monthly Reports)
- Active participation in Hiring process. (Handy boys & Other Support staff)

Work Exposure at Kotak Mahindra Bank Ltd. (Home Finances)

Designation: Sr. Manager Executive. (Sales & Marketing)

Duration: February 2007 to December 2013

Job Responsibilities:

- Hiring Sales & Marketing Executives as per requirements.
- Planning & Execution of sales & marketing activities area wise.
- Verification of Documents.
- Customer Support. (Queries, Online, Voice Support & Quotations)
- Managing the Reports & Documentations.
- Preparation of Event Budgets, Plans & Work allocation to team.
- Liaison with GOVT officials.



Work Exposure at King Fisher Airlines Ltd. Bangalore (Cargo)

Designation: HR Executive.

Duration: February 2003 to December 2007

Job Responsibilities:

- Customer Support. (Queries, Voice Support & Online Tickets Booking)
- Handling Complaints & Allotting jobs to the team.
- Handling materials movement operation.
- Responsible for billing & Data processing.
- Managing the Reports & Documentations.
- Vendor management.

Academic Profile

- **Bachelor of Commerce**-Affiliated to Manasagangotri University (K.S.O.U)

IT Skills:

- MS Office Suite (Word, Excel, PowerPoint), Internet Applications

Personal details:

Father Name	:	T.Venkatappa (Late)
Date of Birth	:	04/05/1980
Nationality	:	Indian
Marital Status	:	Married
Sex	:	Male
Mother tongue	:	Kannada
Languages known	:	Kannada, English, Hindi & Konkani.
Permanent Address	:	#754, 13 th A'Cross, Nagarabhavi Main Road, Chandra Layout, Bangalore-560072

Declaration:

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

Place: Bangalore

Date:

(Dayanand T.V)

