

RESUME

BHUVANESHWARI S

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PERSONAL PROFILE

A seasoned professional with 15 + years of experience in all gamuts of administration and basic HR practices from renowned companies and manufacturing industry (Green field).

MY STRENGTHS

- ✓ Ability to plan long term goals and actualize the set goals.
- ✓ Proactive, Quick learner Dedicated, Innovative.
- ✓ Learn from mistakes of self and others.
- ✓ Smart in balancing work life and family
- ✓ Possess excellent negotiation and persuasive skills
- ✓ Resourceful in the completion of projects, effective at multi-tasking

PROFILE SUMMARY

- ☐ Handled end to end administration activities for large and medium companies.
- ☐ Proficient in green-field company administration activities.
- ☐ Strong hands-on experience in vendor management and contract services
- ☐ In depth exposure in industrial canteen, transportation and security management.
- ☐ Direct participation in end to end expat management activities for MNC companies.
- ☐ Experienced in cost driven and budget adherence practices in manufacturing sector.
- ☐ Handled administration team and vendors in manufacturing companies.
- ☐ Participation in new hires, recruitment of entry level and contract employees.
- ☐ Handled entry level recruitment activities for green field project phase.
- ☐ Organized walk-ins, recruitment drives in multi-locations for mass hiring programs.
- ☐ Hands on experience in budgeting and costing for administration portfolio.
- ☐ Expertise in client management, client travels in day to day company activities.
- ☐ Methodological approach, Strong Communication Skills both verbally and written.
- ☐ Good in typing and note taking skills.

ROLES & RESPONSIBILITIES

Facility Lead – AMWAY INDIA ENTERPRISES PVT LTD

- Handling Facilities for entire Manufacturing Plant for both On-roll and Off-roll.
- Handling employee transport 6 Buses, 4 Tempo Travelers and 24/7 vehicle from different locations.
- Expertise in Expat Management like, arranging cab, hotel bookings, medical requirement, weekend outing activities, etc.,
- Negotiate with hotels for short and long stay room packages with inclusion of BF, Lunch, Dinner and laundry charges with airport pickup
- Benchmarking the vendors with in and around companies for the finalization.
- End to end budgeting, pricing, sourcing and contracting of vendors for employee transportation, domestic & international travels stay houses, guest houses, food services, hotel arrangements for employees, guests, expats, new joiners and management
- Handling nearly 200 + contract manpower.
- Event Management – Employees Get together, Day Out, Sports Day, Family Day, Ayudha Puja & Diwali Celebrations.
- Responsible for end to end servicing, invoicing & bill processing of vendors.
- Independently set-up fully operational work-offices, executive cabins, employee canteens, medical Centre with office furniture and communication systems in the new plant.
- Grievance handling on employee issues regarding administration.
- Handling Security Services, Housekeeping, Landscaping for overall factory premises.
- Responsible for non-stop shifts operation of transports, canteen, Security and House Keeping for all 365 days.
- Provide yearly supply of new uniforms and safety shoes employees and maintain adequate stock for the new joiners.
- Operation and Maintenance of guest houses, company accommodation for employees
- Preparing and finalize SOP (Standing Operating Procedures)
- Maintenance and supply of stationery, printing materials for the entire plant.
- Arranging canteen facility for 350 employees from the centralized Kitchen, includes of Breakfast, Lunch, Snacks, Dinner and Midnight snacks.
- Arranging for relocation of employees from different parts of India which includes arrangement for their home and family related needs such as family stay arrangement, transportation and taking care of their household requirements, etc.

Associate - ADMIN – CEAT Tyres (Teamlease)

- Perform a wide range administrative duty
- Supports managers and employees through a variety of tasks related to organization and communication.
- Ability to effectively communicate via phone and email ensuring that task is completed accurately and delivered with high quality and in a timely manner
- Organize and schedule meetings and appointments

- Organize travel arrangements
- Assisting with HR Dept. for recruiting the Associates
- Pre-employment medical reports
- Maintaining of employee records
- Responsible for hotel, travel and venue arrangements for employees and directors
- Maintenance and supply of stationery, printing materials
- Maintaining Employee Transport and on-call cabs.
- Co-ordinate between the HR, IT and Finance department for ensuring employees requests.
- Mass recruitment drive conducted through pool campus interview & Job Fair in Tamilnadu and other states.
- Dormitory stay arrangement for male and female separately on their joining time.
- Overall responsible for 250 Associates regarding their stay, transport and train ticket booking, medical process at the time of joining formalities.

Executive Assistant to Plant Head – AMWAY INDIA ENTERPRISES PVT LTD

- Maintaining Calendar - Scheduling and Fixing upon Appointments based on his availability
- Arranging Plant / Team Meetings
- Circulating Minutes of the Meetings
- Ensuring for checking all papers to get his Approval
- Preparing Data Consolidation for MIS
- Arranges corporate travel and meetings by developing itineraries and agendas; scheduling the corporate booking other transportation; arranging lodging and meeting accommodations.
- Coordinating with Leadership on Meetings, Scheduling calendar.
- Handling Domestic cab transfers for entire Plant.
- Handling Travel arrangements – Ticket Booking, Accommodation arrangements, Visa & Passport assistance for Leadership.

Front Office Executive - Honeywell Technology solution lab Pvt. Ltd, Madurai. - Sodexo Facility Management Services

- Preparation of daily reports and MOM reports.
- Updating & tracking for Gemba points with facility and operation team daily.
- Responsible for HSE (safety) audit & tracker follow-up till the issues get resolved.
- Handling Food Handlers Checklist.
- Need to Inspect the Cafeteria for Food Safety.
- Space / Cubicle Management.
- Coordinating & execution with team for any Special events / Visit.

Front Office Executive / Secretary - Shriram Groups, Chennai

- Preparing News Excel (Business Line, Business Standard and The Economic Times)
- Arrange Video & Audio Conference, projector for presentation, & too handle entire meeting activities
- Handling Travel Arrangements (Booking Flight Tickets, Arranging CABs in Local / Domestic, Hotel Bookings Domestic / International, Visa Processing)
- Preparing Presentations for the Meeting.
- Follow-up for Claim & Re-imburement.
- Checking M D's mails and maintain the calendar.

Front Office Executive / Secretary Flexo Image Graphics, Chennai

- Handling Customer queries
- scheduling the service engineers
- Preparing Presentations for the Meeting
- Handling Travel & Accommodation.

SIGNIFICANTS & ACHIVEMENTS

- Played key role in Covid Assistance for Employees –
 - ✓ Lodge Facilities for essential employees.
 - ✓ Packed Food for quarantined employees.
 - ✓ Medical assistance for symptomatic.
 - ✓ Maintaining enough stock of PPE's.
 - ✓ Cab support for Employee families.
 - ✓ On I wave, delivered 42000 Meals for all the employees for all 3 meals.
 - ✓ Complete Plant has been demarcated into 6 zones – separate work-space, Dining, etc.
 - ✓ Achieved 92% on Facilities Survey.
 - ✓ Reduced BOQ's from Double digit to Single digit.
 - ✓ QAC – Acquired Positive score in Housekeeping, Security and Landscaping.
 - ✓ ISO 45001:2018 - Zero Observations on Facilities.
 - ✓ FSSAI Mandatory Food Safety Audit - Zero Observations on Facilities.
 - ✓ **Worked in Two Green field projects – Manufacturing Plant.**

WORK EXPERIENCE

ORGANIZATION	DESIGNATION	PERIOD
Amway India Enterprises Pvt Ltd	Facility Lead	July 2019 - still
CEAT Tyres – Teamlease payroll	Associate – Admin	June 2018 – July 2019
Amway India Enterprises Pvt Ltd	Executive Assistant to Plant Head	Sep 2015 – June 2018
Honeywell – Sodexo payroll	Front office Executive	May 2014 – Jun 2015
Shriram Groups	Front office Executive / Secretary to MD	Oct 2009 – May 2013
Flexo Image Graphics	Front office Executive / Secretary to MD	Jan 2005 – Aug 2009

EDUCATIONAL QUALIFICATION

Stream	University	Year
Bachelor of Commerce	Annamalai University	2007
M.S.W	TNOU	Pursuing
Diploma in Labour Law	MK University	Pursuing

ABOUT ME

Date of Birth	: 23 rd Jun 1984
Spouse Name	: Shrinivasan R
Gender	: Female
Marital Status	: Married & Blessed with Two Kids
Nationality	: Indian
Current CTC	: 5.80 Lakhs
Address for Communication	: Plot No.14, Meenakshi Nagar, Kovil Pappakudi, (Near Athithya Cotton Mill) Madurai – 625018.