

SHIVA KUMAR M

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06.05.1991

OBJECTIVE

A result oriented professional with experience of 3.9 years in Administration Management, Vendor Management & Team Management. Experienced in backend operations. Ability in developing relationships with key decision-makers in target organizations for revenue. An effective communicator with excellent relationship building & interpersonal skills.

SKILLS

Software tools

Tally ERP 9

NIC Documents

Blacknite

ESIC loan reviewer

Excellent time management skills and ability to multi-task and prioritise work

Knowledge of accounting, data and administrative management practices and procedures

Proficient in a variety of computer software like applications including Microsoft Office Suite (Word, Excel, PPT, Outlook, and Access).

INTERESTS

Browsing

Travelling

Listening to Music

Long distance-riding

Interest in History

Enthusiasm in Upgrading skills

LANGUAGE

English

Hindi

Kannada

Tamil

Telegu

EXPERIENCE

Om Sai Intex Pvt Ltd

06/2019 - 10/2019

Executive Documentation QS

Responsibilities:

- Working on RFP tender document
- Preparing legal compliance documents for project requirement
- Responsible for creating PowerPoint slides and making presentations
- Manage executives schedules, calendars and appointments
- Welcoming visitors and directing them to the relevant office/personnel
- Project timeline schedule in MSP
- Perform review and analysis of special projects and keep the management properly informed
- Participate actively in the planning and execution of company events
- Mail communication with Leads ,PMC, Aritech and vendors
- Design and implement filing systems
- Prepare operational reports and schedules to ensure efficiency
- Tender status reports on daily, weekly & monthly basis

Firstsource Solutions Pvt Ltd

07/2018 - 05/2019

Process Associate

Responsibilities:

- Data Integrity: Analyzing and verifying exact Note documents.
- Updating the information and fields of mortgage insurance has taken from the borrower.
- Set up loans by using Loan application, IEAS document, note document, mortgage document, HUD, Wg form, Appraisal, and many other documents.
- Verify loans by using, IEAS document, note document, mortgage document, HUD, Wg form, Appraisal, and many other documents
- Coordinate with IT department on all office equipment
- MIS reporting
- Allocate tasks and assignments to team mate's and monitor their performance
- Remain updated on technical and professional knowledge by joining professional associations, building networks with fellow professionals and reviewing of industry publications

Raj & Roy Agencies

05/2016 - 06/2018

Senior Administrator

Responsibilities:

- Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking
- Maintaining general office files, including job files, vendor files, and other files related to the company's operation
- Vendor management
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
- Key person for Banking
- Organize orientation and training of new staff members
- Logistics management
- Responsible for Dispatch, keeping records of incoming and outgoing couriers and consignments
- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos and presentations
- Overseeing the maintenance of office facilities, and equipment
- Comfortable handling confidential information
- Manage contract and price negotiations with office vendors and service providers
- Coordinate office staff activities to ensure maximum efficiency
- Performing other relevant duties when needed

EDUCATION

St.Joseph's Institution,Bangalore

2021

MBA

St.Joseph's Evening College, Bangalore

2016

B.com

Roshini PUC College, Bangalore

2012

P U C

Emmanuel Sukanana Jyothi High School, Bangalore

2009

S.S.L.C