

NEELESH KUMAR

HR, Administration and Office Manager offering over 9 years of experience with expertise in Recruitment, Front Office & Facility Management, Customer Relations and Day to day Administration - seeking position in HR or Administration team - open for all industries.

EXPERIENCE

ACFIRST/AMENTUM | BAGRAM | AFGANISTHAN

(Industry - Defence/Logistic)

MANAGER - OFFICE (HR & ADMIN)

March 2012 - May 2021

Started as Document controller in 2012 and Progressed to become an Office Manager by 2018.

- Assist Department Head for drafting job descriptions, coordinate the applications and interviews.
- Support the on-boarding process for new joiners in the team. Allocation of work locations, IT equipment's and other facilities.
- Enrol and train new joiners on biometrics & other software usage.
- Employee database management & coordinate for visa or license renewals.
- Address queries and provide appropriate solutions to internal as well as external clients.
- **Front office Management including:**
 - Ensure Personal protective equipment's are as per requirements.
 - Temperature screenings.
 - Ensure social distancing guidelines in place.
 - Ensure sanitizing, disinfecting or cleaning procedures are in place.
 - Manage and coordinate security operations ensuring that security procedures are implemented and followed.
- Coordinate all emergency/crisis management assets providing a timely and coherent response to incidents as they arise.
- Develop a security operations plan to support all projects and activities within the branch of Operations.
- Task and guide security teams and personnel to conduct security assessments and threat analysis as required.
- Custodian of Security reports, Incident reports, Asset registers as well as Lost & Found properties.
- Supervise the delivery of Finance, Facilities, Supplier/Contractor & Third party service providers in support of business operations.
- Consult with management in providing day-to-day administrative guidance & services.
- Manage the development & implementation of policies & procedures with regard to Finance, Contractors & Suppliers.
- Manage complex issues with guidance from management, conduct effective, thorough and objective investigations.
- Resolve any issue or disagreement among members of staff and between members of staff and customers.
- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.
- Coordinate project deliverables.
- Perform accounting tasks, including invoicing and budget tracking.
- Schedule meetings and travel arrangements for senior members of the company.



GET IN TOUCH

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EXPERTISE IN

RECRUITMENT

ONBOARDING

DOCUMENT CONTROLLING

FRONT OFFICE MANAGEMENT

EVENT ADMINISTRATION

VENDOR MANAGEMENT

QUOTATIONS & NEGOTIATIONS

INVENTORY MANAGEMENT

CONFLICT RESOLUTION

TECHNICAL SKILLS

- ADVANCED MS OFFICE
- PROJECT MANAGEMENT
- SECURITY SYSTEMS

EDUCATION

2011 - BACHELOR OF COMMERCE
Gokarnatheshwara University | India.

ACHIEVEMENTS

- 6 Employee of the month awards.
- 3 Employee of the year awards.
- Award for project management.
- Award for safety & security.

PERSONAL INFO

Nationality: Indian

DOB: 21 November 1988

Gender: Male

Civil Status: Single

Languages: English, Hindi, Tamil
Tulu, Malayalam, Kannada

Visa Status: Visit visa valid till Sept' 21

REFERENCES

Available on request.