

# 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 Executive Documentation QS

06/2019 - 10/2019

#### 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 MBA

2021

### St. Joseph's Evening College, Bangalore B.com

2016

### Roshini PUC College, Bangalore P U C

2012

### Emmanuel Suganana Jyothi High School, Bangalore S.S.L.C

2009