

Curriculum Vitae

OBJECTIVE

- To Excel in the field of Law & Administration area by constantly learning and enhancing my skills to meet the steepest goals & to suit the current requirements in the field

EXPERIENCE SUMMARY

- Total 25years experience (Around 5 years in Administration and 5 years in Law and 15 years in Sales manager)

PROFESSIONAL EXPERIENCE

1. 2008 to Till date

Centre for Internet and Society

- The Centre for Internet and Society will critically engage with concerns of digital pluralism, public accountability and pedagogic practices, in the field of Internet and Society, with particular emphasis on South-South dialogues and exchange.
- Through multidisciplinary research, intervention, and collaboration, we seek to explore, understand, and affect the shape and form of the internet, and its relationship with the political, cultural, and social milieu of our times.

Projects Undertaken

- Administrator
- **Nature of Work:**
- **Working as Administrator in the Organization, that involves**
- Assisting Directors in performing the administrative activities of the organization
- Supervising and monitoring administrative staff in their day-to- day tasks
- Responsible for maintaining good rapport with Government authorities and donors
- Responsible for hiring and training new administrative support personnel
- Assigned the tasks of answering phone calls, ordering office supplies, typing correspondences and faxing important documents
- Handled the tasks of scheduling, organizing meetings and confirming appointments with the government authorities
- Coordinating with the representatives of the Government departments like HRD, DIT, PT in disseminating and collecting information
- Ensured that basic requirements of the office like phones, front office desk coverage and filing are met
- Responsible for maintaining records of attendance, inventory and payroll of the employees
- Ensuring employee contract for both consultants & employees
- Instrumental in liaison with auditors and Bank for the smooth functioning of the Organization

- Coordinating with both national & international government agencies for policy changes related to Human resource department, department of information technology
- Budget planning and future expansion plan
- Organizing Annual General Body Meetings and Board meetings
- Drafting of Staff rules to be followed in the premise and implementation of the same
- **Working as coordinator for various national & international conferences being conducted by the organization, that involves**
- Responsible for handling Conferences under the instructions of executive staff
- Visa letters for participants
- Booking of conference hall
- Arranging accommodation/stationeries
- Video/audio recording/Web streaming
- Finalizing display items with co-sponsors
- Ensuring visit & stay of foreign dignitaries is pleasant by understanding their needs & disseminating it to the competent authorities
- Arranging appointments for the foreign Government authorities with India Govt authorities
- **Working as Travel coordinator for the employees and interns, that involves**
- Booking of travel tickets
- Arranging visa
- Arranging accommodation
- Perdiem calculations
- **Working as Facilities coordinator for the employees and interns, that involves**
- Overseeing the maintenance of all facility equipment comprising of machineries such as Air Con Systems, telephone lines, UPS etc.
- Infrastructure related purchases (Civil works, fabrication, office furniture, electrical works etc)
- Direct the maintenance and repair of an establishment's machinery, equipment and electrical and mechanical systems
- Coordinated with concerned in ensuring office space availability & finalizing the lease agreement
- **Ensure timely servicing of UPS, DG Set, AC and all other equipment for smooth function and ensure maximum uptime - post project**
Dynamic, self-driven Law/Admin professional possessing around Sixyears of progressive experience. Experience in Administration, Law, and Sales with excellent people skills, communication skills and customer focus abilities.

2. 2005 – 2008

Property documentation and legal advise

Nature of Work

- Scrutinizing Property related documents & offering legal advice to clients on property related matters
- Handling property related activities like registration of properties, Khatha transfers, encumbrance certificate
- Coordinating with various govt authorities like BBMP,BDA & city municipal

- council in getting the relevant information related to the properties under scrutiny
- Providing other services to the clients like Drafting of Wills, Gift deed, Affidavits, Sale deed, Rectification deed

3. Duration :Navakarnataka publications (p) Ltd- Branch Manager (1989- 2004) :

Nature of Work:

Worked in Retail & whole sale division of the firm by contributing to the continuous improvement in sales of various Branches & divisions.

Contributed significantly in the computerization of the various activities involved like billing, invoicing, stock taking.

Nature of activities (Retail division):

- Involved in promotional activities such as Marketing, advertising.
- Building up good relationship with partners and customers.
- Maintaining good customer relationship and ensuring customer satisfaction.
- Maintaining Accounts of the respective Branches
- Preparation of sales & purchase statement
- Analyzing the monthly statements & providing suggestions to the management to improve the sales
- Most of the suggestions given are considered & implemented which increased the profit levels of the company.

Nature of activities (Whole sale division):

- Guiding /mentoring a team of 15 salesman in carrying out their activities
- Building and maintaining good customer relationship.
- Responsible for Cost control, purchase control
- catering the stocks to all the branches in Karnataka which involves handling around 50 agencies
- Ensuring timely payment collection
- Analyzing the monthly statements & providing suggestions to the management to improve the sales

EDUCATION:

1993 – 1996

LLB from SJRC college of Law, Affiliated to Bangalore University

1984 – 1989

B. A. Christ College, Bangalore

1984

**Kairalee Nilayam High School, Bangalore
SSLC**

REFERENCES: Available on request

Personal Details

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(Ajoy Kumar)