

G.Koteeswaran

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GENERAL ADMINISTRATION

High-Growth Organizations | Greenfield | Acquisitions | Start-Ups

Positioning Administration and Security as a Business Partner for Excellence

Dedicated, strategic and innovative Senior Administration and Security Professional who translates business vision into initiatives that improve performance, profitability, and growth and employee comfortness. Empowering leader who supports companies and top executives with a unique perspective. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

Signature of Competencies

General Administration

Canteen Management

Safety Management

Women's Hostel Management

Vendor Management

FRRO & Visa Management

Liaison with Govt. Dept.

Facility Management

Security Management

Cost Control and MIS

Expats Management

Travel Management

Infrastructure Management

Transport Management

Intelligence Management

Asset Management

Guest House Management

Crisis Management

Public Relations

Disciplined and flexible problem-solving approach that balances business goals and employee needs.

PROFESSIONAL SYNOPSIS

- ❖ Ethical, Responsible, Performance Driven and Self Motivated Professional with **over 16 years of experience in Foxconn Group of companies Electronics (Mobile) & Foxlink Cable Manufacturing, Team Leader in BPO Sales & Supervisor in Construction.**
- ❖ Adept in managing modern systems.
- ❖ Adept at handling day to day admin activities in co-ordination with internal / external departments for ensuring smooth business operations.
- ❖ Hands-on experience in mobilizing and managing large contingents of manpower and material resources in highly demanding situations.
- ❖ Strong ability to master a difficult situation quickly; highly knowledgeable in a wide variety of professional disciplines and an expert at organizing and directing turnaround situation.
- ❖ An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practices.

KEY ACHIEVEMENTS

- ❖ Developed & implemented Admin Procedures, Contingency Plan in align with organizational requirements.
- ❖ Efficiently handled two manufacturing units (Chennai and AP).
- ❖ Efficiently handled **team size of 20 members and 19,000** (Nineteen thousand) employees in 24*7 operation.
- ❖ Effectively managed hostel facility for **13,000 women employees** at various locations.
- ❖ Effectively managed accommodation and food facility for **350 expats.**
- ❖ Successfully handled 160 buses for employees' transport in three shift operations.
- ❖ Analyzed and reduced overall **Admin cost** and employee transportation **cost.**
- ❖ Maintained high housekeeping standard.
- ❖ Effectively organized employee engagement activities such as – Visit to employees' house, employee's lunch with top management, families of employees visit to factory, outstation tour.
- ❖ Organized family day event with sports and fun filled events for the participation of 1500 families.
- ❖ Organized Sports Day, Annual Events & Other Programs.

CAREER HIGHLIGHTS

General Administration

- ❖ Proficient in General Administration, Security, Housekeeping, Transport, Canteen, Landscaping and other contract systems.
- ❖ Successfully handled overall forecasting, budgeting, procurement, distribution and consumption of resources.
- ❖ Efficiently managed facilities / infrastructure to ensure cost effective workability.
- ❖ Ensured smooth operations at all times and maintaining proper decorum and discipline by implementing and modifying the policies and procedures.
- ❖ Expertise in maintenance of company vehicles and insurance & accident formalities.
- ❖ Expertise in controlling CAPEX.
- ❖ Efficient in managing admin budget, periodic review with management and implement strategies for effective cost reduction.
- ❖ Proficient in managing the situations such as accidents/incidents and employee related issues.
- ❖ Efficiently handled planning, coordination and liaison with various Government and civil agencies.

Canteen Management

- ❖ Ensure quality and hygiene of food supplied on every day basis.
- ❖ Supervised internal kitchen operations for 13000 employees.
- ❖ Skilled in negotiation and finalization of contracts with vendors.
- ❖ Proficient in surprise and periodical checks to ensure cleanliness of the canteen premises
- ❖ Evaluation of suggestions / redressal of complaints from the employees.
- ❖ Hands on experience in training canteen employees with respect to cleanliness, hygiene and safety.
- ❖ Efficient in formation of canteen committee and resolve the canteen related grievances at once.
- ❖ Supervised Expats Internal kitchen operations for 250 expats.

Travel Management

- ❖ Immigration & Visa processing (FRRO)
- ❖ Expats Domestic & Overseas logistic management.
- ❖ Handling the Overall process of Expats Entry & Exit process including their accommodation, guest house and food.
- ❖ Diligent enough to handle complicated Itineraries.
- ❖ Travel management Employees Business Travel Domestic & International.

Employee Transport Management

- ❖ Efficient in managing employee transport with much emphasis for safety by online tracking of vehicles through GPS and monitoring them by cameras from control room.
- ❖ Proficient in identifying alternate routes to meet the challenges during rain, flood, natural calamities and during unrest.
- ❖ Ensure optimum utilization of vehicle in cost effective manner.
- ❖ Hands on Experience in conducting periodic and surprise safety audit of the vehicle.
- ❖ Skilled in managing drivers and temporary employees.
- ❖ Ensure availability of vehicle documents as per statutory norms.
- ❖ Organizing regular safety meeting with drivers and supervisors and regular operational review meeting with transport providers.

Security Management

- ❖ Efficient in managing the security personnel to ensure the safety and security of the men and materials. Hands on experience in reviewing and implementing security policies and procedures.
- ❖ Upkeep and monitoring of security and safety systems and maintenance of fire extinguishers and hydrants. Skilled in operations of security systems such as CCTV, internal access control and burglar alarm.
- ❖ Planning and implementing of various security related contingencies to meet any eventuality/ crisis management, conducting audit and review of security setup.
- ❖ Imparting practical training classes on fire extinguishers and hydrants to employees and conducting emergency evacuation drills.

Dormitory Management

- ❖ Identifying the correct location to accommodate the employees considering the safety and distance.
- ❖ Execution of lease agreement with the landlord.
- ❖ Facilitating and fulfilling all basic amenities giving much emphasis for hygiene.
- ❖ Identifying the vendors for food, security, maintenance, housekeeping and pest control.
- ❖ Appointing wardens and caretakers for the hostel.

Housekeeping Management

- ❖ Execution of time and motion study to achieve more effective contribution of time, space, equipment and human resources.
- ❖ Contribute significantly to the profitability, reputation and smooth running of the organization.
- ❖ Continuous review and update of the systems and procedures.

Statutory Compliance

- ❖ Hands on experience for co-ordination with external agencies & Government Authorities.

Facility Management

- ❖ Oversee the maintenance and repair of building.
- ❖ Negotiation, finalization, and renewal of lease agreements.
- ❖ Auditing of company assets.

EXPERIENCE

SEP 2022 TO CURRENT

Assistant Manager – Administration

Bharat FIH Limited/Foxconn/Taiwan Company/Mobile/Electronics

AUG 2021 TO AUG 2022

Supervisor – Administration

Zhen Ding Developer India Pvt. Ltd/Foxconn Group/Taiwan/Mobile Circuit Board

DEC 2019 TO JULY 2021

Supervisor – Administration

Foxlink Technical India Pvt. Ltd/Taiwan Company/Charger Cable Manufacturer |

JAN 2010 TO DEC 2019

Senior Executive - Administration

FIH India Developer Pvt Ltd /Foxconn / Taiwan Company | Mobile Manufacturer

JULY 2009 TO DEC 2009

Team Leader

3i Innovation BPO/Sales

JAN 2008 TO JULY 2009

Customer Service Agent – Tele calling

Sparsh BPO Service/BPO/Sales

June 2006 – Dec 2008

Supervisor

SSR Enterprises/Construction/Manpower Supply/Vehicle Arrangement

EDUCATION & PROFESSIONAL CREDENTIALS

- ❖ Degree PG - MBA - Human Resources Administration - Madras University, Chennai.
- ❖ Degree UG - BSC - Bachelor of Science in Physics - Madras University, Chennai.

PERSONAL DOSSIER

Date of Birth : 04 November 1986

Gender : Male

Nationality : Indian

Marital Status : Married

Languages Known : Tamil & English