

#44-14-25,  
Gunadala,  
Vijayawada,  
520004  
Andhra Pradesh

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## G.SUDHEER KUMAR

### Career Summary

Seeking a responsible career opportunity that allows me to fully utilize my skills and knowledge, driving the organization toward a result-oriented direction.

### Professional Synopsis

- Possess extensive hands-on experience and expertise in general administration, facilities management, customer service, sales coordination, client relationship management, and operations.
- A highly effective Cost Controller and Budget planner for various advances/funds required for the official and unofficial activities in the organization.
- Proficient in computer applications with strong working knowledge of MS Office, MS Excel, PowerPoint, and Other Required tools.

### Career Path Duration

**HRD Executive**  
**Pace Digitek Pvt Ltd**  
**Vijayawada - <https://www.pacedigitek.com/>**

**Sept'21 – Present**

**Administrator & Representative**  
**Bosco Systems Pvt Ltd,**  
**Vijayawada**

**Jan '21 – Aug '21**

### Key Responsibilities

- Proficient in office infrastructure and facility management, including the maintenance of Administration, implementation and oversight of Office management
- Experienced in budgeting and planning, with expertise in procurement and sourcing of materials. Skilled in managing contracts, ensuring the ready availability of materials and services to meet organizational requirements efficiently and cost-effectively.
- Streamlining administrative functions by optimizing processes and identifying opportunities for value addition to enhance efficiency and overall operational effectiveness.
- Proactive and team-player with the ability to manage and guide diverse, large teams effectively.
- Result oriented with respect to tasks assigned by high level management.
- Capable at developing procedures, service standards, operational policies and guidelines with an attitude for continuous improvement.
- Possesses strong interpersonal skills with the ability to collaborate effectively in a multi-cultural environment, working harmoniously with individuals from diverse nationalities and cultural backgrounds.
- Excellent ability to gather and analyze statistical data and generate reports.
- Exceptional ability to communicate clearly and effectively, both verbally and in writing, ensuring the delivery of key information to diverse audiences in a concise and engaging manner.

## Education

**Master of Business Administration (M.B.A) from Krishna University Machilipatnam**

## Technical Skills

**Operating System : Windows**

**Packages : MS-OFFICE (Word, Excel, PowerPoint.)**

## Annexure

### Organization

### Duration

### Role

**Pace Digitek Infra Pvt Ltd**

*Sept'21 – Nov'24*

*HRD Executive*

### Role & Responsibilities:

- Accepting and verifying the resumes and conducting the First level interview and forwarding the shortlisted candidates to next level technical Round
- Conducting Induction to the newly appointed candidates.
- Guiding the candidates in Filling and submitting the required documents to the Corporate.
- Verifying and processing the bills submitted by the team.
- Procurement and sourcing of materials, ensuring timely availability and cost-effectiveness
- Coordinating with local governance on local establishment issues (Registration, Renewal of Agreements & other local taxes)
- Managing and maintaining the daily log reports of the staff for payroll.

### Organization

### Duration

### Role

**Bosco Systems Pvt Ltd**

*Jan '21 – Aug '21*

*Administrator & Representative*

### Role & Responsibilities:

- Responsible for managing office administration and ensuring quality of work undertaken in the premises
- Overseeing the procurement and sourcing of materials, ensuring quality, cost-efficiency, and timely availability
- Follow-up with the clients regarding the pending payments
- Maintain the Stock and coordinating with the branch office for the required stock.
- Verifying the inward stock and arranging them chronologically.

## Personal Details

**Date Of Birth**

*Oct 25, 1979*

**Marital Status**

*Married*

**Languages Known**

*Telugu & English*

**Nationality**

*Indian*

**Permanent Address**

*H.No. 44-14-,  
Gunadala,  
Vijayawada -520004*

## Acknowledgement

"I hereby declare that all the information provided in the resume is true, complete, and correct to the best of my knowledge and belief."

Place : Vijayawada

Date :

Signature

(Sudheer Kumar G)