

SHANTVEER SWAMY

□ 12288-Siddeshwar Colony, Shivpur
Road, Basavakalyan, 585327 (IN)

□ shantveerswamy@gmail.com

□ +252 613378156

PROFESSIONAL SUMMARY

Versatile high-energy professional with over 8 years of experience in General Administration & Accounting Operations; enthusiastic to make contributions towards the development of organization.

- Proficient in performing general administration activities such as managing travel arrangements & booking of travel tickets; documenting mails and assisting management & administrative staff in financial operations.
- Skilled in providing business support to the staff, managing travel arrangements, and maintaining calendars, financial records, visitor records and attendance records; deep understanding of industry related issues, employee satisfaction and staff development.
- Effectively displayed initiatives by suggesting improvements to processes.
- Rich experience in scheduling appointments & meetings for executives & senior management and providing assistance to Accounts Staff for preparation of departmental budgets.
- Expertise in working on MS Excel with hands-on experience in making data entry using spreadsheets and making formulas & functions related to Organizational Database Management.
- An effective communicator and team player with excellent interpersonal, presentation and analytical skills.

EMPLOYMENT HISTORY

Oct. 2016 – Present
Mogadishu, Somalia

● Administrator, CIANO Trading & Services - C. T. & S. S.p.A. (Contractor)-United Nations Support Office in Somalia

- Planning & preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities.
- Coordinating with various departments within the corporate office and all branch offices.
- Managing various admin. Functions including facilities management, office maintenance, housekeeping services, security services, transportation and office build outs.
- Identifying & negotiating with new vendors, managed yearly increments and invoice cycles.
- Monitoring inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Involved in processing of staff payrolls, maintained finances and updated staff files.
- Working on monthly bank reconciliations and managing fund transfers.
- Compiling & issuing quotation/invoices for the events and special occasions.
- Administering procurement activities and ensuring correct forecasting of supplies for optimum inventory.
- Monitoring outsourced services like Housekeeping, Cafeteria & Pantry; ensuring healthy and hygienic food to employees through regular food trials with new food vendors.
- Administering camp activities and monitoring the camp operations & premises.
- Ensuring smooth coordination & implementation of office procedures

In addition: Controlling and executing all the operational activities of HR department.

- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
 - Make travel arrangements for executives.
 - Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
 - Perform difficult staffing duties, including dealing with under staffing, refereeing disputes, firing employees, and administering disciplinary procedures.
 - Identify staff vacancies and recruit, interview and select applicants.
 - Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions.
- May. 2015 – Oct. 2016**
Juba, South Sudan
- **Accounts Executive, Fly Dubai GSA & Satguru Travel Management Company, Juba, South Sudan, Africa**
 - Assisted in special projects that included analysis of receivable accounts, investigation of entries, and preparation for audits.
 - Documented & maintained reports related to monthly cash flow and presented them to regulatory authorities.
 - Processed all expense reimbursements with focus on ensuring proper back-up, sign-off, recording, scanning and payment.
 - Reviewed vendor statements, with attention given to aged invoices and credits available.
 - Prepared monthly and quarterly reconciliation of Balance Sheet accounts.
 - Provided after-sales support to enhance the customers' relationship.
 - Coordinated with clients to discuss & identify their travel requirements.
 - Used accounting software (FACTS) to create spreadsheets and reports.
- Jul. 2013 – Apr. 2015**
Pune, Maharashtra, India
- **Process Executive, Infosys BPO Ltd (Canadian Bank as Security receipts (SR) Support Officer-Mortgage Specialist Service Team (MSST) Products and Operations)**
 - Verifying the documents received through live link.
 - Verifying income and property related documents such as Appraisal report and Purchase agreement against Credit officers conditions on the application.
 - Sending deficiency mail to MS in case of discrepancies.
 - Ensuring Security receipt when conditions are fulfilled.
 - Process and fulfill transactions, perform audit/ reconciliation activities and other activities in accordance with established priorities and deadlines on a timely, accurate and efficient basis.
 - Provide input and analysis into the continuous improvement of business processes and procedures within the scope of the work team, and participate in the planning, testing and implementation of projects and new/ revised products/ services or processes.
 - Provide on-the-job assistance and training to others, as requested.
 - Provide information for regulatory reporting and audit queries.
- Feb. 2011 – Jul. 2012**
Basavakalyan, Karnataka, India
- **Contract Executive/SDM, HDFC Bank Ltd**
 - Finding potential customers for investment from branch walk-ins, tele-calling and field visits.
 - Converting the leads given by LGs into business by explaining the product features and benefits to the prospects.
 - Verifying the proposal forms, logging them and following up till conversion.
 - Following up prospects by monitoring lead tracker.
 - In addition supported branch in achieving liability products such as CASA numbers, FDRD and also assets follow-up.
 - Managing branch walk-ins for cross-selling bank investment and service products, which includes General insurance and gold coins.
 - Supported branch in Operations by preparing necessary MIS and handling customer queries.
- During the course of employment I have got exposed to operations, operating Finware and Host also into personal banker sales

EDUCATION

- Aug. 2010 ● **MBA: Finance & Marketing**
 - Oxbridge Business School - Bangalore, Karnataka
- Jul. 2008 ● **BBA: Marketing**
 - Shararnbasaveshwar College Of Management - Basavakalyan, Karnataka

LANGUAGES

- Fluent ● English
- Native speaker ● Hindi
- Native speaker ● Kannada

SKILLS

- Experienced ● Reporting & Documentation
- Experienced ● Cross-functional Coordination
- Experienced ● Bank Reconciliations
- Expert ● Quotation/Invoice Generation
- Experienced ● Travel arrangements
- Experienced ● Accounting
- Experienced ● General Administration