

Naveen Kumar E.C.

Administration & Operations Specialist

Bangalore, India

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Objective

To pursue a role in a dynamic and growth-oriented environment where I can effectively apply my administrative, accounting, and customer support experience, contribute to organizational efficiency, and continue building my professional skills.

Professional Experience

Program Development Company LLC

Office Admin, Accountant & IT Support

Bangalore

July 2015 – Present

- **Administration:** Oversee daily office operations, ensuring smooth coordination across departments. Manage company documentation, licenses, and renewals. Maintain organized digital and physical filing systems.
- **Finance & Accounts:** Handle bookkeeping, expense tracking, and preparation of monthly financial reports. Manage petty cash, vendor invoices, and payment processing. Support auditors with financial data for statutory filings.
- **HR & Recruitment:** Manage end-to-end recruitment (posting, screening, scheduling). Maintain employee records, onboarding documentation, and payroll coordination.
- **Travel & Logistics:** Coordinate domestic/international travel, hotel reservations, and transport. Manage complex visa applications, documentation, and renewals.

Corporation Bank

Office Assistant (Contract)

Bangalore

Jun 2010 – Nov 2013

V-Links Taxis Pvt Ltd (Meru Cabs)

Customer Support Executive

Bangalore

Jun 2008 – Dec 2010

Stylus Systems Pvt. Ltd

Customer Accounting Executive

Bangalore

Jul 2007 – Mar 2008

Mphasis

Customer Support Executive

Bangalore

Mar 2007 – May 2007

Nascent Informatics

Customer Support Executive

Bangalore

Jul 2006 – Jan 2007

Financitti Credit Services

Cash Manager

Bangalore

Jun 2004 – Jun 2006

Education

S.J.E.S College of Management Studies

B.H.M (Discontinued)

Bangalore

2002–2004

Stracey Memorial College

P.U.C.

Bangalore

2000–2002

Holy Shepherd High School

S.S.L.C.

Bangalore

2000

Key Competencies

Software: MS Office Suite (Word, Excel, PowerPoint), Email Clients, CRM Tools

Admin: Office Management, Documentation, Vendor Management, Inventory Control

Finance: Bookkeeping, Petty Cash, Invoice Processing, Expense Tracking

HR: Recruitment Coordination, Onboarding, Payroll Support, Employee Records

Travel: Visa Processing, Itinerary Management, Travel Logistics

Languages

Fluent: English, Hindi

Native: Kannada

Spoken: Tamil, Telugu

Personal Details

Age: 42 (Born 1983)

Nationality: Indian

Marital Status: Married

Passport: Expires: 13/06/2029

Interests

Sports: Represented School Basketball Team (District level), College Cricket & Basketball Team

Other: Cooking (Inter-school competition participant), Music

"I hereby declare that the above given information is true to the best of my knowledge and belief."