

# SUBHASH CHINNADURAI MUDALIAR

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## **OBJECTIVES:**

Experienced professional with over 18 years in Administration and Facilities Management, including 8.5 years in heading Administration and Human Resources functions in MNC and manufacturing companies. Skilled in managing multi-location office operations, vendor and contract management, budgeting, statutory compliance, and end-to-end HR processes. Seeking a senior role where I can contribute to operational efficiency, compliance excellence, and people management.

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### **1. Manager – Administration**

#### **M/s. Maharashtra Information Technology Corporation Limited – (Oct 2023 – May 2025)**

- ❑ Oversaw day-to-day operations and maintenance across multiple office locations, including facility upkeep, AMC of office equipment, CCTV monitoring, key management, and housekeeping services, ensuring a secure and efficient working environment.
- ❑ Managed space planning, documentation, record-keeping, and official correspondence; formulated and implemented effective administrative policies and SOPs.
- ❑ Developed and controlled budgets for administrative operations, office supplies, and equipment procurement, ensuring cost-effective utilization of resources.
- ❑ Handled vendor and service provider relationships—negotiating contracts, obtaining competitive quotations, and ensuring timely delivery and quality service.
- ❑ Supervised security and emergency preparedness, enforcing workplace safety measures and compliance with organizational protocols and statutory norms.
- ❑ Facilitated internal communication across departments and coordinated meetings, events, and official functions to support seamless operational flow.
- ❑ Supported HR functions including end-to-end recruitment, onboarding, induction, training, attendance & leave management, and payroll processing with statutory compliance (PF, ESIC, MLWF, PT, Gratuity).
- ❑ Ensured employee compliance with HR policies, grievance resolution, POSH implementation, and timely statutory filings and audits.
- ❑ Collaborated with legal advisors on contracts, licenses, and regulatory matters; ensured full legal compliance across admin and HR functions.
- ❑ Led the end-to-end tender procurement process, including publishing tenders on Government e-Marketplace (GeM) and Maha-Tenders portals. Responsibilities included verification and finalization of critical documents such as Proposals, Tender Invitation Documents (TID), and Bill of Quantities (BOQ). Oversaw the tender opening process and evaluated Pre-Qualification (Pre-Qual) and Technical Qualification (Tech-Qual) documents of bidders to ensure compliance and eligibility for subsequent stages.
- ❑ Evaluation of new office premises aligned with organizational needs. Played a lead role in coordinating the setup of the new office space, ensuring all infrastructure, facilities, and operational requirements of management and employees were met efficiently and within budget.

## **2. Asst. Manager HR & Administration**

**M/s. Mitsuboshi Belting India Private Limited - (Dec-2016 to Oct 2023)**

- ☐ Led end-to-end recruitment and selection process, including manpower planning, onboarding, induction, and completing new joiner formalities.
- ☐ Conducted competency mapping, identified training needs, prepared training calendars, and coordinated employee development programs.
- ☐ Managed payroll administration, including salary processing, full & final settlements, gratuity, leave encashment, bonus, and superannuation settlements.
- ☐ Handled all day-to-day administrative operations: housekeeping, security, canteen, stationery management, and courier dispatch.
- ☐ Maintained and operated factory electronic security systems—CCTV, fire alarms, access controls, smoke detectors, sprinklers, and mock drills.
- ☐ Ensured statutory compliance with PF, PT, ESIC, and MLWF regulations; handled timely filings and audits.
- ☐ Maintained and updated the factory asset register and ensured accuracy in physical and system records.
- ☐ Administered various factory insurances including fire, marine, health, workmen's compensation, personal accident, D&O liability, and product liability.
- ☐ Coordinated and complied with audits such as IATF 16949, OHSAS 14001, ISO 18001, HR/IR audits, Fire Safety, Vendor Surveillance, and Dojo audits.
- ☐ Liaised with government departments and external agencies to meet compliance and operational requirements effectively.
- ☐ Prepared monthly MIS reports and administered HR/Admin budgets, ensuring cost control and resource efficiency.
- ☐ Managed client and customer visits, key control systems, corporate events, annual unctons, and employee reward & recognition programs.

## **3. Sr. Analyst – Administration**

**M/s. eClerx Services Limited - (May-2015 to Mar-16)**

- ☐ Ensuring the Daily activity and incident or any un-serviceability reports sent to the concerned person.
- ☐ Checking all Client Visit Management their travelling, food on regular basis.
- ☐ Taking induction and giving presentation to the newly joined employees and guide about companies' rules and regulation and the facilities provided by the organization.
- ☐ Worked on Fire Drill for ensuring safety of the employees and staff
- ☐ Processing of Vendor billing & maintaining the tracker ☐ ensuring all the agreement are vetted & renewed annually.
- ☐ Conducting compliance audit score on monthly basis for all vendors ☐ maintaining compliance documents for vendors' ☐ Conducting vendors SLA, audits & checks.
- ☐ Handling Housekeeping, Canteen & Security and inspecting all the zones periodically and accountable for ensuring serviceability and cleanliness of all office amenities like meeting rooms, washroom, furniture, drinking water facility, cleanliness in Canteen, CCTV etc.
- ☐ BCP testing every quarter which includes arrangement of transport, food at other location
- ☐ Co-ordinate with Custom officials for material movement in SEZ premises
- ☐ Handling transport in day to make sure the vehicle reaches on time, occupancy, vehicle audits, vendor audits etc.

**4. Sr. Executive – Administration**

**M/s, WNS Global Services PVT Ltd. - (April-2009 to May-2015)**

- ☐ Developing / implementing procedures, control systems for maintaining cleanliness and hygiene as per set quality standards (Area 88,500 sq. ft.)
- ☐ Handling all types of electronics securities i.e., Access control system, CCTV camera, smoke detector, fire extinguisher, metal detector, etc. & physical security Client Visit Arrangement
- ☐ 24x7 Shift Handling with day-to-day facilities operations
- ☐ Vendor & Site Management
- ☐ Checking & processing of invoices and follow-up for regular and pending payments.
- ☐ Maintenance of all types of wooden fixtures, Chairs and Plumbing.
- ☐ Preventive / Break down maintenance of Water Coolers, Printers & Fax Machine.
- ☐ Keys Inventory, Assets Inventory & seats allocation
- ☐ Responsibilities for safety measure at my location
- ☐ Successfully completed the setup of new project in navi-mumbai site for the company
- ☐ Maintaining / Auditing ISO 9000 standards in the department

**5. Executive – Administration**

**M/s, Adventity Global Services Pvt. Ltd. - (Dec-2007 to April-2009)**

- ☐ To ensure clean and hygiene facility (Area 78000 sq. ft.) Cafeteria and Pantry Services.
- ☐ Arrangement for Client Visits.
- ☐ Asset Management & Key Management
- ☐ Procurement of office printing & stationery.
- ☐ Checking & processing of invoices and follow-up for regular and pending payments.
- ☐ Maintenance of all types of wooden fixtures, Chairs and Plumbing

**6. Officer – Administration**

**M/s Tata Consultancy Services Ltd on Contract - (Feb-2006 to Nov-2007)**

**7. Officer – Operations**

**IDBI Bank Ltd on Contract - (Feb-2005 to Jan 2006)**

**8. Office Assistant**

**Satguru Garments – (Oct 2001 – Jan – 2005)**

### **Educational Qualifications**

<b><u>Degree / Examination</u></b>	<b><u>Institution / Board</u></b>	<b><u>Year</u></b>	<b><u>Class</u></b>
MBA (Master of Business Administration)	Madurai Kamaraj University	2024	Second Class
B. Com (Bachelor of Commerce)	University of Mumbai	2010–2011	Second Class
Higher Secondary Certificate (HSC)	Maharashtra State Board	2000–2001	Second Class
Secondary School Certificate (SSC)	Maharashtra State Board	1998–1999	Second Class

### **Computer Skills**

- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Microsoft PowerPoint

### **Personal Details**

- ☐ Name: Subhash Mudaliar
- ☐ Date of Birth: 22nd May 1982
- ☐ Gender: Male
- ☐ Marital Status: Married
- ☐ Nationality: Indian
- ☐ Religion: Hindu
- ☐ Mother Tongue: Tamil
- ☐ Languages Known: English, Hindi, Marathi, Tamil & Sindhi

**(Subhash Chinnadurai Mudaliar)**