



SYAM. K

Seeking a challenging and rewarding opportunity in purchase and facility management which effectively utilizes my purchasing and facility management skills

CONTACT

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- ksyam93@gmail.com
- Al Nahda, Dubai

EDUCATION

BBA, from BUNDELKHAND University, Jhansi (2012-2015)

SKILLS

CUSTOMER SERVICE

85%

TEAM WORKING

80%

DECISION MAKING

85%

COMMERCIAL AWARENESS

85%

COMMUNICATION SKILLS

80%

EXPERIENCE 7 YEARS

2015 - 2016

Entrepreneur (Malappuram, Kerala) YUVA Sports





- Experienced in different areas of business.
- Accounting
- Purchasing
- Operations
- Marketing

2016 - 2018

Store & Purchase Manager (Mysore, karnataka), AYUR MATAM.

- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Managing supplier relations and negotiating contracts, prices, timelines, etc.
- Maintaining the supplier database, purchase records, and related documentation.
- Ensuring that all procured items meet the required quality standards and specifications.
- Preparing cost estimates and managing budgets.
- Working to improve purchasing systems and processes.

LANGUAGE

- English 
- Kannada 
- Malayalam 
- Hindi 

PASSPORT NO - L9378021

2018 - 2022

Facility Manager (Mysore, karnataka), AYUR MATAM.

- Overseeing, Supervising and Monitoring contracts and providers for services including security, parking, cleaning, catering, technology and so on
- Supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security
- Ensuring that basic facilities, such as water and heating, are well-maintained
- Managing budgets and ensuring cost-effectiveness
- Allocating and managing space between buildings
- Ensuring that facilities meet government regulations and environmental, health and security standards
- Advising businesses on increasing efficiency and cost-effectiveness

2023 - Present

Front Desk Executive (Kottakkal, malappuram), BOON Inn

- Greeting clients and setting a positive office atmosphere.
- Answering the phone, taking messages and redirecting calls to respective offices.
- Organizing and maintaining files and records and updating them when necessary.
- Operating office equipment such as photocopier and printers.
- Bookkeeping and issuing invoices
- Collecting Cash.

Declaration

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

Place :

Date

SYAM K