

MR SAMPATH KUMAR KODATI

**H No 20-117/5, Road No 3,
Sharada Nagar, Dilshuknagar,
Hyderabad-500060,**

**Telangana State, INDIA
Mobile Phone: +91- 80966 16714
Email:chakrakumar_1234@yahoo.co.in**

Professional Summary: **An able Administrator with 24 years rich experience in administrative and secretarial areas and Customer Service. Always dependable, flexible, a multi tasker and enjoys working in a fast paced environment.**

Skills: Fluent in spoken and written English and Hindi Languages
Excellent written and verbal communication skills
Strong organizational skills
Ability to take decisions and initiative.
Secretarial duties
Proficient in Excel, MS Word and Power Point, Outlook,
Google Calendar, Zoom network, Internet, Instagram, Face
Book, Youtube
Customer Service
Problem Solving

Professional Experience Details **Administrative Officer cum Executive Secretary to Chairperson, Hyderabad Race Club, Hyderabad, India (www.hydraces.com)**

Designation	Period From	To	Company
Administrative Officer & Executive Secretary to Chairman	Sept 2017	Till Date	Hyderabad RaceClub Hyderabad, India
Executive Secretary to Chairman	Oct 2016	Sept 2017	Hyderabad RaceClub, Hyderabad, India
Deputy Administrative Officer	Jan 2015	Sept 2016	Hyderabad Race Club, Hyderabad, India
Senior Manager(Secretarial)	Oct 2007	Dec 2014	Hyderabad RaceClub Hyderabad, India
Assistant Secretary Secretarial	Aug 2000	Sept 2007	Hyderabad RaceClub Hyderabad, India

Duties & Responsibilities: **Administrative Support:** Providing comprehensive administrative and secretarial support to the Chief Operating Officer including managing schedules, document preparation, data entry and filing, ensuring smooth workflow and easy retrieval of information. Executive

Assistant duties. Assisting C Suite Executives.

Manage the COO's Calendar, schedule Meetings. Handle Correspondence, prepare documents and ensure timely responses to communications.

Meeting Coordination: Organize and coordinate Board and Sub-Committee Meetings, including preparation and distribution of Agendas, Minutes and Managing follow ups. Preparing Board Meeting Minutes independently. Sending Board Meeting Minutes to all concerned departments for their necessary action. Preparation of Action taken report on the Minutes of the Board Meetings. Draft slides, Meeting Notes and Documents.

Experience in managing multiple priorities, administrative coordination and logistics.

Well organized, detail oriented, ability to multi task with great follow up skills.

Strong written and verbal communication and time management skills.

Confidentiality: Maintain the highest level of confidentiality regarding sensitive information and company matters.

Communication: Act as a liaison between the COO and stakeholders. Draft and proof read communications. Responding to Emails and document requests.

Miscellaneous Tasks: Provide support with personal tasks and perform other duties as and when needed. Managing office independently during the absence of COO. Screening telephone calls and enquiries. Scanning, typing, faxing and Xeroxing knowledge.

Travel Coordination: Arrange all aspects of travel including domestic and international flights, accommodation and itineraries while managing travel budgets and expenses. Liaison with Travel agency for Visa, foreign exchange, transport arrangements.

Personal Support: Provide personal assistance as needed which may include managing household tasks or any other personal tasks. Highly disciplined, organized and loyal.

Taking Notes: Taking notes and making correspondence.

Administrative Support to Board of Directors: Acting as Executive Secretary to Chairperson(who is a Former Member of Parliament). Providing administrative support to other Directors

Liaison with Vendors: Maintaining Office Equipment like Xerox machine, Courier, Printers, Mobile and Land Line Phone Providers including order and restocking supplies as needed.

Press Conferences: Making arrangements for Annual Press Conference. Preparation and Distribution of Press Releases to Press Persons.

Customer Care: Ensuring that facilities are available to Members and General Public attending Race Course. Always available to Customers on Mobile/Whatsapp, even on holidays. Answering to the queries of Customers relating to various facilities in the Race Course such as Entry Fees, Cafeteria, Seating, Subscription, House Keeping etc.

Annual Budget Preparation: Preparation of Annual budget estimates of Administration Department. Preparing Invoices.

Annual General Meetings & Extra-Ordinary General Meetings: Making Directors Report, Preparing Notice, Agenda and Minutes for the Annual General Meeting. Responsible for filing of Annual Returns of the Company and other required Filings through Company Secretary. Maintaining statutory Registers as per companies Act.

Education:

B.Com(Bachelor of Commerce) -1988
M.A.(Public Personnel Management) – 1992
MBA(Master of Business Administration)-2004
Diploma in Secretarial Practice
Diploma in MS Office
Diploma in Higher Typing
Diploma in Lower Shorthand

Personal Details:

Four Wheeler Driving
Indian Passport No
USA Visitor's Visa

Date of Birth :10th November 1968
Holding Indian 4 Wheeler International Driving License.
W8729142 – Valid upto Dec 2032
Valid upto September 2025