

PHANI TEJA MUTCHU

Senior Executive Professional

~ Administration ~

Location Preference: Hyderabad or any onsite opportunity.

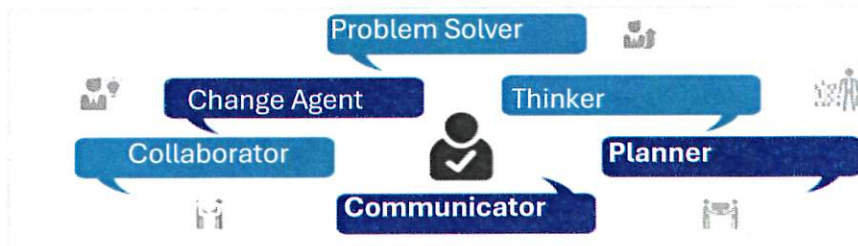
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🧠 Profile Summary

- Performance-driven professional with More than 10+years of rich & extensive experience in supporting and implementing hospitality and administration.
- Front-led productive cross-functional teams using interactive and motivational leadership that spurs people to willingly give excellent results
- Track record of managing budgets, itineraries, room lists, , as well as individual travel arrangements.
- Skilled in organizing & supervising the Cab tickets for Travels and identifying PAN India vendor and corporate tie-up at competitive commercials
- Pivotal in ensuring the complete compliance of the legal statutory requirements as regard to the Labour Laws, STPI Benefits, Exports Benefit, & so on
- Exposure in developing short & long-term business expansion plans, covering facility maintenance, space planning, renovation projects and preventative maintenance and cost reduction measures
- Excels in monitoring the security services effectively as per company norms and maintaining "Zero Occurrence" accidental incidence track record since last 4 years of service

🧰 Soft Skills



👤 Skill Set

Strategic Planning

Administration

Transportation & Logistics

Legal Statutory Compliance

Business Expansion Planning

Cost Value analysis

Vendor Selection & Management

Security Management

Facilities Management

Performance Evaluations

Training & Knowledge Sharing

Team Building & Leadership

🎓 Education

- M.TECH in Embedded systems (2014-2016) from IITM.
- B. TECH in Electronics and Communication Engineering (2010-2014)

📄 Personal Details

Date of Birth: 04th May 1992

Nationality: Indian

Passport No.: H9830530

Marital Status: Married

Contact Address: KPHB Hyderabad-500038.

Languages Known: Telugu, Hindi and English

Career Timeline



Work Experience

L&T Technology Services Ltd, Since July 12th with Hyderabad Senior Executive

Role:

- ✔ Collaborating with:
 - Stakeholders while keeping them informed of progress & issues to manage expectations on all requirements & deliverables
 - Landlords and outsourced real estate service providers to ensure compliance with agreements, adherence to policies and standards, optimal functioning of all building systems (mechanical, fire/life safety, elevator, and so on) and maximization of cost savings opportunities
- ✔ Providing accommodation for initial days as per the corporate policy with the tie-up hotels, service apartments and housing for eligible associates within the region and introducing new accommodation portal facility for employees for ease of accessing, saving the time of employees and tracking the same at organizational level
- ✔ Fostering a teamwork/ open-door environment conducive to positive dialogue across the organization
- ✔ Manage internal transfers / relocation of employees including on boarding of new Joiners: (approx. 45 -60 new joiners per month)
- ✔ Analyzing and summarizing key components of the Management Information System (MIS) reports based on which recommendation strategies are given to Corporate Management Team
- ✔ Training & assisting team (along with HR) on computer processes and procedures to manage employee issues
- ✔ Managing the reception and front office desk as per company standards and decorum
- ✔ Ensuring the UPS / IT servers work smoothly to avoid any delays in project deliveries
- ✔ Organizing the cabs for clients, customers, employees, shift duty persons and special security assistance to female Employees
- ✔ Managing and maintaining the Cameras and Firefighting Systems in office premises
- ✔ Contributing towards:
 - Tagging Assets Management and maintaining record to help the management in tracking the assets at corporate level
 - Identifying and ensuring employee participation in CSR related activities
 - Leading PMO activities such as Revenue Analysis & Revenue Realization from vendors and 3rd party contractors
 - Generating MIS reports and tracking the same to meet organizational goals from time to time
 - Allocating Workstation Seats, Cubical & Cabins, Telephone & dedicated Bridge lines within a minimal time
 - Administering special projects and tracking progress towards company goals
- ✔ Ascertaining no major NCs in internal and external audits, thereby adhering to process compliances
- ✔ Managing the Cafeteria with proper hygiene standards

Accomplishments:

- ✔ Lead end-to-end facility management operations for the Hyderabad location, ensuring smooth functioning of administrative processes and infrastructure.
- ✔ Managed office relocation and setup activities, coordinating cross-functional teams for seamless transitions.
- ✔ Oversaw courier operations, ensuring timely dispatch, tracking, and delivery of internal and external consignments.
- ✔ Administered ODC (Offshore Development Center) operations, ensuring compliance with security and client requirements.
- ✔ Handled imports, exports, and client material movement, coordinating with logistics partners and ensuring adherence to regulatory guidelines.
- ✔ Managed the complete vendor lifecycle, including vendor empanelment, performance review, and service quality evaluation.

- ✔ Maintained organization-level administrative data, expense records, and dashboards for monthly and quarterly reporting.
- ✔ Acted as a key point of contact for client engagement, resolving queries and ensuring high service satisfaction.
- ✔ Managed employee cab allocation as per company policy, optimizing routes and cost efficiency.
- ✔ Coordinated with CHA for Softex processing and ensured timely submissions.
- ✔ Successfully handled internal and external audits, ensuring full compliance with corporate and statutory requirements.
- ✔ Processed invoices through internal platforms such as Ariba and Expense Portal, ensuring accuracy and timely closures.
- ✔ Managed employee desk allocation, seating plans, and asset distribution based on business needs.
- ✔ Collated and reported monthly sustainability data to senior management for ESG and compliance tracking.
- ✔ Oversaw SEZ/STPI compliance activities and managed import shipments in alignment with regulatory norms.
- ✔ Raised PRs (Purchase Requisitions) in SAP, followed up for Purchase Orders, and ensured smooth procurement workflows.
- ✔ Took responsibility for budget monitoring, identifying cost drivers, controlling admin expenses, and supporting cost-optimization initiatives.
- ✔ Maintained and reported Monthly Sustainability Data to leadership for ESG and compliance reporting.

Previous Work Experience

RANDSTAD INDIA PVT LTD (C/L WIPRO LIMITED) (FEB'20 TO JUNE'21) Executive

- Worked on getting approvals from SEZ officer for materials verification.
- Worked on Assessment/customs clearance/ OOC for STPI/SEZ import shipments.
- FMG Invoice verification before material comes into premises.
- Material collecting and completing formalities like GRIN/DTA for SEZ/STPI locations.
- Worked on import shipments pre-alerts follow-up for STPI/SEZ.
- Daily coordination with supporting staff teams like FMG/GSG/FMG for all admin related works.

VALORS CARGO PVT LTD/VALORS LOGISTICS (SEP'16 TO JAN'20) Executive

- Working as an air/sea export/Imports customs clearance executive from 01-09-2016 to 31-Jan-2020.
- Working as Operations/Customer service Executive & Sales executive (multi work)

ALLCARGO LOGISTICS LTD (AUG'14 TO AUG'16) As a Customer Support/Sales Executive

- Worked as a customer service representative in Chennai location for 6 months.
- Good experience in following up the shipments.
- Maintained good relationship with customers regarding shipping issues.