

SATISH KUMAR

Head Administration & Student Welfare / Student Discipline in-charge
Vivekananda Global University

✆ +91 8930110839 s.seharawat@gmail.com ⌂ Sonipat, India

Profile Summary:

Currently Working with **VIVEKANANDA GLOBAL University** as **Head Administration, Student Welfare and Student Discipline**. Worked with O P Jindal Global University as Deputy Manager - Student Affairs, Alumni relations, Wellness, Operations since August 2011 to June2022. Worked with Nestle India Ltd. as an Assistant Finance and Admin since July 2009 to August 2011.

A dynamic professional having vast experience in handling Student Affairs/ welfare and wellness and General Administration, Operations, Facilities, Vendor Management, Budget, Student life and wellness counselling an enterprising team player with proven abilities in leading teams towards the achievement of organizational goals with industry best practices. A thorough professional with a proactive attitude, capable of thinking in and out of the box, generating new design solutions and ideas.

Education

2017-2019
Master of Arts (Psychology)
Himalayan Garhwal University

2003-2006
Bachelor of Education, University of Kurukshetra

Certifications

- **Certificate in Stress Management, OPJGU**
- **Leadership Development Program, Indian Institute of Management, Indore**

Core Competencies

- **Student Discipline**
- **Planning and Policy Making**
- **Safety**
- **General Administration. Leadership**
- **Training of staff**
- **Management of Student Welfare & Wellness**
- **Facility Management and Audit**
- **Parents connect**
- **Taking very hard measures whenever required**
- **Teamwork and Collaboration**
- **Decision Making**
- **Innovation, Change and Agility**
- **Mentorship and Coaching**

Awards and Achievements:

- **Employee of the year – September 2016**
- **National Cricket awards**

Skills:-

- **Administrative Leadership & Governance**
- **Event Management**
- **Strategic Planning & Policy Implementation**
- **Vendor Management**
- **Training & Development**
- **Conflict Resolution & Crisis Management**
- **Counselling Therapy**
- **Wellness Management**
- **Security & Discipline Management**
- **MIS Management**

Accomplishment:

- **Good Knowledge of MS Word, Excel & PPT, SAP/ERP**
- **Good Knowledge of Chaptalization & Inventory Management**
- **Yearly Budget**
- **Supervised a Team of 60-65 Staff Members**
- **Resolved student issues with positive way and thoughts**

Personal Information:

Father Name	**-**	**Late Sh. Subhash Chander**
D.O.B.	**-**	**6th Jan. 1986**
Marital Status	**-**	**Married**
Current CTC	**-**	**12.80 Lac**
Notice Period	**-**	**30 Days.**
Address	**-**	**159/ Ward No-9, Gali No-3 Patel Nagar, Sonipat Haryana-131001**

Work Experience

Vivekananda Global University **June -2022 to Present**

Head Administration & Student Welfare and Discipline In-Charge

Admin Operation and Facilities:

Handling recruitment, employee grievances, and Faculty Development Programs (FDPs). Overseeing campus operations like housekeeping, travel, office space, vendor management, billing, AMC, transport, and food services. Managing team functions, including manpower planning, recruitment, induction, performance appraisal, and training. Administering faculty housing, generating yearly budgets, managing PR/PO, updating employment records, ensuring compliance, and formulating policies, protocols, and SOPs.

Purchase and Tender Management:

Responsible for overseeing procurement activities, ensuring the timely acquisition of quality materials and services at competitive prices. Identifying and evaluating suppliers, negotiating contracts, and establishing cost-effective procurement strategies. Maintained strong vendor relationships to ensure reliability, quality assurance, and adherence to contractual agreements. Manage inventory levels, forecast demand, and coordinate with internal teams to prevent shortages or overstocking. Additionally, ensure compliance with company policies and industry regulations while implementing cost-control measures to optimize spending. The role requires conducting market research to identify new suppliers and procurement trends, streamlining supply chain operations, and mitigating potential risks. Budget planning, purchase documentation, and reporting are also key responsibilities, ensuring transparency and efficiency in procurement processes. Collaborating with production, logistics, and finance teams, the Purchase Manager enhances supply chain efficiency and minimizes procurement-related disruptions. Strong negotiation skills, analytical thinking, and strategic decision-making are essential for maintaining cost efficiency and operational excellence in procurement activities.

Student Welfare & Discipline:

Overseeing activities of residence and non-residence halls, monitoring University Health Services, dining halls, and student services. Active in the Coaching and Guidance Centre, National Social Service Scheme, Employment Bureau, and co-curricular activities. Advising the Student Council, collaborating with sports, hostel wardens, and cultural officers on student welfare. Planning and executing holistic development programs. Engaging with students and parents on issues related to hostels, academics, exams, discipline, and wellness. Managing student insurance and alumni engagements, updating the alumni portal, and organizing alumni activities. Serving on disciplinary, sexual harassment, disability, and dress code committees. Responsible for student life activities and events.

Student Wellness services:

Ensuring timely redressal of student grievances with a feedback system. Addressing mental health issues in coordination with the Student Counsellor and Wellness office. Providing various counselling sessions (behavioural, mental, directive, non-directive). Coordinating with student support services like the Office of Learning Support, Centre for Well-Being, and Centre for Writing & Communication.

O.P. Jindal Global University **Aug -2011 to June 2022**
Dy. Manager – Student Affairs

Serving on Disciplinary, Sexual Harassment, Disability Committees, and leading the QRT. Handling FRRO services, liaising with police for smooth operations. Managing manpower planning, recruitment, induction, appraisals, and training. Overseeing hostel/school security, facilities, housekeeping, and emergency response. Supervising 35 staff and 110 Sodexo personnel. Ensuring grievance redressal, medical aid, mental health support, and overseeing cultural, sports, and campus events.

Nestle India Ltd **July -2009 to Aug 2011**
Assistant– Finance & Admin

Managing housekeeping, including manpower and payments. Overseeing employee welfare activities, vehicle movement, and guest houses. Handling bill processing, vendor reconciliation, and employee claims. Providing daily/weekly MIS for analysis. Issuing debit/credit notes, reviewing employee loans/advances, invoicing scrap sales, and ensuring cost efficiency with new vendors.