

B. SAI PRAKASH

Assistant Supervisor | Operations, Administration & Team Coordination

+65 8659 9540 | saiprakash050@gmail.com | Singapore

PROFESSIONAL SUMMARY

Management graduate with experience supporting daily operations, workforce coordination, administration, reporting and service delivery in Singapore. Skilled in supervising routine work, maintaining records, coordinating schedules and communicating with internal and external stakeholders. Proficient in Microsoft Office and Google Sheets, with working knowledge of finance operations, order documentation and email/SMS marketing. Known for reliable follow-through, practical problem-solving and professional English communication.

PROFESSIONAL EXPERIENCE

Assistant Supervisor | Generco Engineering Pte Ltd, Singapore

Feb 2025 - Present

- Support day-to-day operational activities and coordinate work assignments to help teams meet schedules and service requirements.
- Assist with staff supervision, attendance tracking, task follow-up and communication between workers, supervisors and management.
- Prepare and maintain operational records, basic reports, spreadsheets, checklists and administrative documents using Microsoft Office.
- Coordinate meetings, schedules, materials and routine logistics while providing timely updates to relevant stakeholders.
- Monitor work progress, identify routine issues and escalate operational, safety or manpower concerns to the appropriate supervisor.
- Support onboarding, workplace instructions and team cooperation in a multicultural environment.

LEADERSHIP & CAMPUS EXPERIENCE

Senior Service Executive | Parishram - The Sports Society of SSCBS 2019 - 2022

Senior Coordinator | Alumni Relations and Outreach Cell, SSCBS 2019 - 2022

Organising Committee Member | Kartavya - The Social Service Forum of SSCBS 2019 - 2022

EDUCATION

Bachelor of Management Studies | University of Delhi | 2019 - 2022 | CGPA: 7.83

Senior Secondary Education (Science) | Jighnyasa Junior College | 2016 - 2019 | CGPA: 9.0

Secondary School | DAV Public School | 2014 - 2016 | CGPA: 9.4

CORE SKILLS

Office & data: Microsoft Excel & Google Sheets | Microsoft Word, Outlook & PowerPoint | Data Entry | Reporting & Record Keeping

Administration: High-volume Customer Email Management | Scheduling & Follow-up | SOP & Process Documentation | Data Accuracy

Business operations: Operations & Logistics Coordination | Quotations & Proforma Invoices | Sales Orders, Purchase Orders & Order Confirmations

Finance operations: Cash-flow Planning & Forecasting Fundamentals | Accounts Payable & Vendor Payment Support | Payroll Administration Support

Communication: Excellent Written & Spoken English | Customer Service | Stakeholder, Vendor & Team Communication | Negotiation

Workplace strengths: Team Supervision Support | Leadership & Delegation | Time Management | Problem Solving | Conflict Management | Adaptability

Digital support: Email & SMS Marketing Fundamentals | AI Prompt Engineering & Automation Basics | Talent Acquisition Support

PROFESSIONAL TRAINING

AI Prompt Engineering | AI Automation | Talent Acquisition | Conflict Management | Business Communication | Presentation Mastery | Finance Fundamentals

LANGUAGES

English - Professional proficiency | Hindi - Professional proficiency | Telugu - Native proficiency