

SYAM SUNDAR

Chief of Staff • Founder's Office • Business Operations & Automation Leader

9+ Years | Engineering → Operations Leadership | Built ops functions from zero | Led 20+ cross-functional teams

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PROFESSIONAL SUMMARY

Business operations and Founder's Office leader with **9+ years of progressive experience** — promoted from engineer to Lead Engineer to General Manager while moving from owning production software for global automotive OEMs into running end-to-end business operations across startups. I build operational functions from zero and turn manual, messy processes into automated systems that scale. Have led 20+ person cross-functional teams, owned finance, HR, vendor and release operations end-to-end, and run an international conference's entire technology function single-handed. Rare range: the engineering depth to build the automation myself, and the operational ownership to run the business around it.

CAREER HIGHLIGHTS

- **Built the entire operational backbone — finance, HR, QA/release, vendor ops** — from zero for a 20+ person organisation across two startups, on a Founder's Office mandate reporting directly to founders.
- **Ran the complete technology & operations function for an international medical conference (~600 faculty) single-handed** — automating faculty communication, certificate generation and registration reconciliation.
- **Automated payroll, approvals and finance reporting** and introduced company-wide KPI/budget governance and versioned SOP playbooks — a single operational source of truth.
- **7 years owning production software delivery for global automotive OEMs** (Bosch, Vitesco) across North America, Europe & Asia before transitioning into operations leadership — five promotions across nine years.

PROFESSIONAL EXPERIENCE

Conference Technology & Operations Lead — Prezantim Events 2026 – Present

Independent engagement leading technology & operations for AORA-GARC APSA 2026 (~600 faculty, Le Méridien Coimbatore) — effectively the event's entire technology function — and building Prezantim's productized conference-tech stack.

- Automated bulk communication to ~600 faculty using the **Gmail API via Google Apps Script**, replacing manual one-by-one outreach with tracked, templated sends.
- Built a certificate generation & distribution pipeline in **Python / PyMuPDF** (PDF splitting + OCR-based name extraction) to produce and route jury certificates at scale.
- Reconciled registrations between the **Ticket9** platform and the master tracker, producing a change manifest across category moves, add-on swaps and comp registrations; generated 53 branded run-of-show decks and hall collateral by parsing a 36-page agenda PDF.
- Built a **Selenium**-based WhatsApp bulk-messaging workflow, managed the WordPress/Elementor site, and drove a mid-event hosting-suspension escalation to resolution.
- Now packaging repeated conference operations into **reusable software** — event websites, registration systems and attendee apps — as part of a Prezantim rebrand.

General Manager, Founder's Office — California Software Company Ltd. Nov 2024 – Jun 2026

Founder's Office mandate across two portfolio startups — Ryuk Labs and iAgent Protocol (closed Dec 2025, funding). Owned operations end-to-end for a 20+ person org.

- Built the operational backbone from scratch — finance, HR, QA/release management and vendor operations — and evolved static SOPs into versioned, company-wide **playbooks**.
- Automated payroll, approvals and finance reporting; introduced quarterly KPI and budget-control loops and a unified weekly leadership report (hiring, releases, finance, workforce).
- Led vendor evaluation, onboarding and contract management across KYC, payments and logistics (Surepass, Cashfree, Shadowfax/Shiprocket/Borzo/Zypp) with due diligence on fit, risk and cost.
- Ran daily scrum as **Scrum Master** across product, engineering and delivery. For **Siru** (hyperlocal e-commerce): drove product ops, vendor selection, DPDP-compliant legal documentation and CEO-facing decision updates.

EARLIER EXPERIENCE — EMBEDDED SOFTWARE ENGINEERING, AUTOMOTIVE (2017–2024)

Seven years across Tier-1 automotive & IT — requirements, model-based development (MATLAB/Simulink), Embedded C, QA and release management under ASPICE/V-model, for OEM and Tier-1 customers across North America, Europe and Asia.

Senior System Software Engineer 2 — Tessolve Semiconductor

Feb 2024 – Nov 2024

Led system/software design for a European sunroof control programme and owned QA/release for production builds.

Lead Engineer — Vitesco Technologies

Aug 2022 – Jan 2024

Software owner across multiple production & prototype releases; built HVAC systems from scratch; primary delivery POC for North America-based customers.

Senior Software Engineer — Bosch Global Software Technologies

Jan 2020 – Jul 2022

Owned cruise-control and airbag driver software packages deployed across global markets; requirements, FMEA and full delivery lifecycle.

Programmer Analyst — Cognizant *Oct 2017 – Dec 2019*

Delivered software for a US healthcare client (Humana); progressed from trainee to a client-facing role within two years.

SKILLS & TOOLS

Operations & Leadership: Business Operations · Chief of Staff / Founder's Office · Process Design · SOP & Playbook Governance · Finance, Payroll & Vendor Ops · Program & Release Management (Scrum/Agile) · Cross-functional & Global Stakeholder Leadership · KPI & Budget Governance

Build & Automate: Google Apps Script · Python (PyMuPDF, automation) · Selenium · Google Sheets / Excel automation · WordPress / Elementor · Figma · Canva · JIRA · Git · MATLAB/Simulink · Embedded C

EDUCATION & CERTIFICATIONS

B.E., Mechatronics, Robotics & Automation Engineering — Sri Krishna College of Engineering & Technology, Coimbatore · 2013–2017 · CGPA 9.08/10

ISTQB Certified Tester — Foundation Level