Balamurugan

Balamurugan.153546@2freemail.com

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| **Target Job Location:** | U.A.E |
| **Career objective:** | I am looking for an Administration job where I can serve to the best of my experience (16 yrs. +) and to learn quickly about the requirements of the management for the betterment of the organization. |
| **Target Industry:** | Automotive, Pharmaceutical, Manufacturing, Electronics |
| **Employment Type:** | Employee |
| **Employment Status:** | Full time |
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### Experience

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| **October 2003 - Present:** | **Administrative Manager**Sri Ganesh Systems Vadapalani, **Company Industry:** Computer/Hardware **Job Role:** Administration Handle office administration tasks Dealt successfully maintained a marketing team of 5 for the consistent sales.Communicate and coordinate with customers and suppliers as directed Manages supervisor's calendar and independently schedules appointments. Screens incoming calls and correspondence and responds independently. Prepares and explaining administrative procedures and policies to workers, and monitors compliance. Directs preparation of records such as agenda, notices, minutes, and resolutions for meetings. Acts as custodian of corporate documents and records. Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other documents. Creates and maintains database and spreadsheet files.Responsible for overall Business DevelopmentCustomer care - Handling customer feedbackSales Promotions Stock Management Customer Payment tracking  |
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| **November 1999 – October 2003 :** | Vinayaka Car Accessories West Mambalam, **Company Industry:** Automotive **Job Role:** Administration Handled and maintained an energetic sales team comprises of 7Invoicing, Generating Reports, Handled Sales of car Accessories.Allocation of car care jobs to customers, Manufacturer-Dealer liaison Organizing Sales camps to mobilize salesMonitoring performance of sales executives Responsible for existing stocks(FIFO)  |
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| **September 1997 - November 1999:** | **Administration Manager**Shield Pharmaceuticals Arumbakkam, **Company Industry:** Pharmaceutical **Job Role:** Administration Created effective networking with sales representatives.Establishing and maintaining working relationships. Following up new business opportunities and Identifying products to be added to pipeline. Provide full scientific analysis & evaluation of potential products to be added to company's pipeline. Carry out market analysis, field visits and forecasting. Follow up with partners on any agreement-related issues. Follow-up the projects with different Departments Regular updates on new changes in the pharmaceutical industry (i.e. New launches, new regulations, publications. market info …etc.) Searching for important conferences with timely & accurate preparations pre- & post meeting. Manage, organize, and update relevant data using database applicationsFiling.Handled and set schedules of doctors according to the season plans.Interacted with representatives to ensure effective sales. |
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| **December 1995 - August 1997:** | **COMPUTER OPERATOR**MMC ENTERPRISES ALWARTHIRUNAGAR, **Company Industry:** Pharmaceutical **Job Role:** Other Invoicing, Generating Reports, Ensuring un interruption of Systems  |

### Education

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| **June 1995:** | **Thiru Seven Hills Polytechnic**, Madras, IndiaCertification / diploma, Computer Technology (3 Year Diploma) |

### Languages

| **Language** |  |  |  |
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| Tamil | Read, Write |  |  |
| English | Read, Write |  |  |