Balamurugan

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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 Development Customer care - Handling customer feedback Sales 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 7 Invoicing,  Generating Reports,  Handled Sales of car Accessories. Allocation of car care jobs to customers,  Manufacturer-Dealer liaison  Organizing Sales camps to mobilize sales Monitoring 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 applications Filing. 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, India Certification / diploma, Computer Technology (3 Year Diploma) |

### Languages

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