**RAJA . (Raja)**

**RAJA.353861@2freemail.com**

**OBJECTIVE**

“ To be a successful result oriented person, aid the management to achieve the results on set standards by controlling and continuous monitoring and to work in a challenging, stimulating environment with dedication & innovation leading to a rewarding and growth oriented career “

**QUALIFICATIONS SUMMARY**

* Over 5+ year’s experience successfully providing administrative and Technical support to the operational department.
* Proven ability to organize and accomplish a number of simultaneous works within time constraints
* Demonstrated ability to work independently to efficiently complete multiple assignments
* Adept at proactive problem-solving and follow through
* Proven ability to interact effectively with clients and staff at all levels
* Proficient in a number of different computer applications
* Proven track record in accounting, secretarial and general office operations
* Hands-on team member who is known for going the extra mile
* Excellent organizational skills, accuracy and attention to detail
* Highly skilled in drafting documents and communications
* Well-developed scheduling and organizational skills
* Strong background in developing and maintaining data management systems
* Performance driven professional able to efficiently handle competing demands
* Recognized for extensively improving office systems and processes
* Extensive experience in planning and coordinating the entire department's administrative functions

**SOFT SKILLS / STRENGTHS**

* Flexible Personality
* Honest and Hardworking
* Administration
* Customer Service Skills
* Negotiation
* Communication
* Willing to Travel
* Highly committed
* Proficient in problem solving skills

**COMPUTER SKILLS**

* Microsoft windows 7
* Microsoft windows Vista
* Microsoft windows XP
* Microsoft office 2003, 2007, 2010, 2013, (Word, Excel, PowerPoint)
* Enterprise resource planning (ERP) Software
* EPF (Employees Provident Fund) Management Software, E-Return Tools
* Interactive Voice Response (IVR) System Software
* AICTE Open Source Software
* Updated in all technologies including all Windows Operating Systems and excellent understanding.

**PROFESSIONAL EXPERIENCE**

CA Infotech India Private Limited, chennai, IN (April 2016- Till date)

**Administrative Officer/Tech support**

CA Infotech India private is an Outsourcing services and solutions provider from India. They provide business outsourcing across a range of services like Ecommerce web development, Ecommerce web design, BPO Services, Offshore Software Development services, Web design, Web Development, Application Development, Content management systems for the clients from various countries like United States of America, United Kingdom, Denmark, Italy, Canada, Switzerland, Sweden, Malaysia and Israel.

**Responsibilities:**

* Monitoring Employees Attendance and their personnel data.
* Assisting Project Manager by dealing with clients to finish the project in effective Manner.
* Maintaining various types of file Documentation.
* Assisting HR department in New Employees Joining process.
* Dealing with clients for payment process.
* Assist Accounts and Supervisor in smooth execution of work.
* To Help Auditors by providing required information for annual Auditing.
* Managing Vendor payment and details.
* Supervising and approving staff leaves.
* Attend the office visitors, phone, email and others messages to communicate to others.
* Reporting to CEO directly
* Installing and managing various types of applications.
* Installation and Configuration of Application Softwares like MS-Office etc.

(**KITS**)Kottayam Institute Of Technology And Science, Kerala, IN (June 2014 – March2016)

**Administration Executive/ Tech. Support**

An elite educational institution based in Kottayam, Kerala, India bestows quality knowledge to every aspiring engineering. The institute runs with the sole aim of imparting quality technical education to the students and to develop them into best Engineers, both in theory and practice. The college provides highly qualified and experienced faculty. The Institute maintains high standard of technical and management education by providing a wide array of world-class academic facilities.

**Responsibilities:**

* Introducing and conducting Induction programmes for the new joiners.
* Attending HR Weekly and Production meetings conducted in regards to the development of Organization.
* Assist Accounts, Administrator, and Supervisor in smooth execution of work.
* Supervising and approving staff leaves.
* Supervising and assigning day to day jobs to the Administrator.
* Planning for the quarterly staff trips and monthly lunch.
* Scheduling associated trainings for the employees.
* Helping Auditors by providing required information for annual Auditing.
* Managing Vendor payment and details.
* Managing Office Assets & Assisting A/Cs department.
* Monitoring Employees Attendance and their personnel data.
* Maintaining Hygiene & Daily requirements of Office.
* Assisting HR department in New Employees Joining process.
* Maintaining various types of file Documentation.
* Handling ERP and EPF Software
* Responsible for all assets related to the department.
* Assisted in purchasing of new equipments for respective department labs.
* Maintained the records of all department equipments and stocks.
* Assisted and took responsible for various admin purposes in our college.

(**KITS**)Kottayam Institute Of Technology And Science, Kerala, IN

**Technical Support/Administrative Assistant** (Nov 2011 - June 2014)

**Responsibilities:**

* Maintenance and troubleshooting of various hardware components of PC’s.
* Managing and Maintaining of several electronic Equipment’s.
* Installing Microsoft Client Operating Systems.
* Configuring maintaining and troubleshooting network issues.
* Installation and Configuration of Application Software like MS-Office etc.
* Installation and Configuration of Printers.
* Installation and managing Anti-Virus.
* Involved in backup & restoring of User data’s.
* Installing and managing various types of applications.
* Monitors automated systems and telephone equipment
* Open and close telephone functionality on the front office software.
* Update directory information on the front office software.
* Reporting to MD directly
* Attend the office visitors, phone, email and others messages to communicate to others.
* Accounts data entry, assist in reporting and maintain the Job file in order.

**PROJECT HANDLED:**

**Digital Number Lock System for Home Appliances** – This project deals with prevention of theft in homes. It contains a keypad which has the set of keys that controls the load. When the correct password is entered the door opens without any alarm. When the wrong password is entered it raises a continuous alarm. The Vibration sensor is used to sense vibration on our main door or safety locker in home. Here we are using this energy to switch on the lights in a home automatically. We are using a LDR sensor which switch on the light in dimness and switch off the light in brightness. The sensor sends the sensed signal to a comparator. The output from the comparator is given to the microcontroller. When the microcontroller detects any change in brightness means it automatically switches on or switch off the light. Sp here we are saving the energy so power consumption is reduced.

**FORMAL EDUCATION**

* **Diploma in** **Electronics & Communication Engineering** (First Class with Distinction) , 2011

 **Directorate of Technical Education, Tamilnadu**

**PERSONAL PROFILE**

Date of Birth : 04.02.1987

Gender : Male

Nationality : Indian

Language Known : English, Tamil, Malayalam.

**DECLARATION**

      I hereby declare that, the above mentioned information is correct up to my knowledge.

 Yours truly,