**MOHAN**

**E-Mail**

**:** mohan-394327@2freemail.com

**Career Objective**

Quest to work in real professional atmosphere as Administration Professional that enables me to cope-up with the emerging as well as the latest technology and scope for widening the spectrum of my knowledge.

**Skill Proficiency**

* Team Management.
* Successfully able to handle multiple assignments under pressure and meet deadlines.
* Good communication & Social skills.
* Negotiation Skills & problem solving & organizational abilities. Possess a flexible & oriented attitude.
* Ability to use sound judgment & decision-making skills and effectively perform in a self-directed work environment.
* PC skills in Microsoft Word, Excel and Power point.
* Knowledge of inventory techniques.

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| **Educational Qualifications** |  |  |
|  **MBA in HRM and MKTG** | **Anna University , 2010** |
|  BBA in Business administration | MS University, 2008 |
|  H.S.C | Tamil Nadu Board, 2005 |
|  S.S.C. | Tamil Nadu Board, 2003 |

**Work Experience**

**Tirunelveli**

Designation : Senior - Administration Executive

Duration : Januarary 2016 – August 2019 (3 Years 7 months)

**Main duties & responsibilities**

* Handling incoming calls and other communications.
* Receive, sort and distribute daily mail in a timely manner.
* Schedule and plan meetings and appointments.
* Meet, greet and guide clients and visitors to the proper meeting room/office.
* Keep updated records of office expenses. (Telephone, Mobile, Internet and Conveyance)
* Perform general clerical duties to photocopying, mailing, preparing and sending official Correspondence.
* Handle petty cash and expenditure vouchers-day-to-day.
* Generating MIS reports and presenting to Director.
* Issuing and approving Purchase order.
* Processing & Coordination for vendor payment.
* Maintain records on sales & payment follow-up.

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* Maintain and update sales and customer records.
* Flight, Train & Bus ticket booking.
* To maintenance, repair & replacement of office equipments, furniture, vehicles, etc.
* Handling of House Keeping.

**Mumbai**

Designation : Executive Administration

Duration : October 2013 - January 2016 (2 Years 3 months)

**Main duties & responsibilities**

* Maintain General Files, Process All Paper Work, and to Perform Day to Day Administrative duties.
* Prepare monthly petty cash budget and Petty cash statement.
* Prepares and monitors invoices and expense reports.
* Issuing and approving Purchase order.
* Processing & Coordination for vendor payment.
* Follow up on client enquiries and complaints.
* To maintain Annual Maintenance Contracts.
* Arrange to stock the materials at respective locations.
* To receive material from other Site by making GR note for stock updating.
* Handling of House Keeping.
* Flight, Train & Bus ticket booking.
* Accommodation arrangement for site supervisors.

**Chennai**

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| --- | --- |
| Designation | : Administration and Store officer |
| Duration | : October 2012 - October 2013 (1 year) |
| **Kerela** |
| Designation | : HR & Admin Officer |  |
| Duration | : July 2010 – June 2012 (2 years) |

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| **Passport details** |  |  |  |
|  | Date of Issue | : 03/07/2019 |  |
|  | Date of Expiry | : 02/07/2029 |  |
| **Personnel snippets** |  | : 29th June 1985 |  |
|  | Date of Birth |  |
|  | Marital Status | : Married |  |
|  | Nationality | : Indian |  |
|  | Religion | : Hindu |  |
|  | Language | : English, Tamil, Malayalam and Hindi |  |

**Declaration**

I hereby declare that all the information furnished above is true and complete to the best of my Knowledge.

References available upon Request. Yours sincerely



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