## Administrator/Admin Coordinator C:\Users\SENTHIL\Contacts\Desktop\New Doc 1_1.jpg

***Dinesh***

Sharjah

Email: [dinesh.258044@2freemail.com](mailto:dinesh.258044@2freemail.com)

**CAREER OBJECTIVE:**

* To procure a challenging and innovative career where I can put

my knowledge and expertise to use for the organization I serve.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **School/College** | **Board/ University** | **Year Of Passing** |
| **MBA** | Alagappa University | Karaikudi | 2013 |
| **BBA** | Sri Aravindar Arts And Science College | Thiruavlluvar | 2009 |
| **HSC** | Kamban Government Higher Secondary School | Tamil nadu State board | 2006 |
| **SSLC** | Swami Vivekananda Vidyalaya High School | Tamil nadu State board | 2004 |

**TALENT, INTEREST AND ACHIVEMENTS:**

|  |  |  |
| --- | --- | --- |
| **Computer Skills** | * Operating Systems | * **DGMDP** |
| **Areas of Interest** | OFFICE WORK. | |
| **Strengths** |  Active and Flexible Working. | |

**EXTRA CURRICULAR ACTIVITIES:**

1. Participated in state and school level drawing.
2. Voluntarily serving as a NSS member in Open Unit.

**KEY SKILLS:**

* Good qualitative aptitude along with excellent grasping power and eagerness to learn.
* Excellent organizational skills that help in effective handling of accounts and computer knowledge
* Very good coordination and communication skills that help to establish effective communication within the company.
* Self motivation and a passion to success.

**PROJECT DETAILS:**

**TITLE :** HUMAN RESOURCE MANAGEMENT

**DESCRIPTION :** LABOUR WELFARE

**WORK EXPERIENCE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Name of Company** | **Designation** | **Experience** | |
| 1 | Manakular Motors Pvt Ltd  Pondicherry | System  Adminstration | 1 Year 2 month | 2010-2011 |
| 2 | Lanson motors Pvt Ltd  Pondicherry | Adminstration  Executive | 3Year 6 month | 2012-2015 |

**PERSONAL PROFILE:**

**Name :** DINESH

**Father’s Name :** BALASUBRAMANIAN. T

**Date of Birth :** 08-09-1987

**Nationality :** Indian.

**Languages known :** Tamil, English**.**

**Hobbies :** Drawing, social work

**Visa :** Visit Visa(till 5march 2016)

**Place: Signature**

**Date:**