**CURRICULUM VITAE**

**OBJECTIVE**

* A challenging position as an administrative assistant at a growth oriented   which firm will allow me to both further utilize my skill and acquire new abilities.

* Communication skills with the ability to analyze and reports.
* Sincere, diligent and a good organizer of workload and time, ability to follow instructions, learn and implement, articulate and intelligent with the capacity to work independently as well as a part of the team.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **College/ School** | **University/ Board** | **Year of Passing** | **Percentage of Marks** |
|  |  |  |  |  |
| DEEE | Srinivasa Subraya Polytechnic,Puthur | Directorate Of Technical education | 2001 | 81% |
|  |  |  |  |  |
| S.S.L.C. | S.M.H. Hr. Sec. School, Sirkali | State Board | 1998 | 85% |

**COMPUTER KNOWLEDGE**

* MS -Office
* AutoCAD 2000

**EXPERIENCE**

*

 Designation :      **Customer Support Executive**

 Duration :      10 Feb 2002 to 31 March 2006

 Place : Chidambaram

**ROLLS & RESPONSIBILITIES**

* Administrative, Accounting, Ticketing, Insurance, Western Money Transfer Interact with Customer and Customer Service
* Handling both Inbound and Outbound Calls
* Preparing Files and Docs processing.
* Administrative, Accounting,
* Ticketing, Insurance, Western Money Transfer

Designation : Assistant Manager (Production)

Duration : May15th 2008 to Feb 28, 2011

Place : Pondicherry.

**ROLLS & RESPONSIBILITIES**

* GRM Preparation
* Quality Inspection of the Material
* Rejection Maintenance
* Dispatch of Finished
* By products dispatch to Order Parties
* Maintenance of Stocks
* Scrap Clearance
* Ware housing management
* Stock Planning for production
* Critical Spare Maintenance All Equipments
* Monthly MOR Report preparation
* Assisted Administrative, Accounting, Ticketing, Insurance, Money Transfer

**SERVICES**

Designation :      **Business Development Manager**

Duration :      April 1st 2011 to March 2016

Place :      Nagapattinam.

**ROLLS & RESPONSIBILITIES**

* Identifies trendsetter ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments.
* Locates or proposes potential business deals by contacting potential partners; discovering and exploring opportunities.
* Screens potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
* Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**PERSONAL PROFILE**

Date of Birth :      15.08.1981

Marital Status :      Married

Language known :      Tamil & English

**First Name of Application CV No :** **1695666**

Whatsapp Mobile: +971504753686

