|  |  |
| --- | --- |
|  | VASANTH  |
|  | vasanth.375785@2freemail.com  |
|  | Visa: Visit Type |
|  | Language: English, Tamil. |
|  |

CAREER OBJECTIVE:

Seeking for a challenging career to enhance my skills in that field and grow consistently along with the organization.

WORK EXPERIENCE:

Company: Computer Programmer in Admin Department VOC Port Trust, Tuticorln, India.

Duration: June 2016-June 2017

* Checking Tender Document.
* Issuing work order to Contractor.
* Checking the Bills of Contractor and sent the bills to Finance Department.
* Responsible for CSR Activities.
* Handling the RTI papers.
* Arranging and conducting Training to employees and HOD's (Inhouse Training ,External Training, Foreign Training).
* Handling Ministry Correspondence papers.
* Replying the Parliamentary questions to Ministry about the Port.

« Preparing Administrative Report and sending to Ministry and

uploading in the website.

* Answering to Public Grievances and uploading in the Portal.
* Sending the Monthly Performance Report to Ministry every month about the Port activities.
* Arranging HOD's Meeting and preparing ATR about the Meeting.

® Preparing Citizen Charter and sending to Ministry.

* Responsible for CISF Personnel for Port Trust ( checking the Salary bill, TA Bills, Medical Bills, Cabs Bills and sent the bill to finance Departmentjby using SAP.
* Preparing the Contingent Bills for Training(lnhouse, External, Foreign), CISF personnel, CSR activities and sent the bills to Finance Department by using SAP.
* Responsible for CiSF Resurvey.
* Opening and Closing of Reimbursement for CISF personnel by using SAP.
* Preparing the Documents for Parliamentary Standing Committee.

= Arranging ISO meeting and Preparing ATR report.

Company : "Assistant Professor" PSN Engineering College, Tirunelveli, India

Duration : July 2013 - August 2015.

Responsibilities:

* Handling various papers to UG and PG Engineering Students and gave good results.
* Handling Various Engineering Labs to students.
* Project Guide and Project Coordinator to UG and PG Engineering Students.
* Faculty for UG and PG Engineering Students.
* Giving Counseling to the Students and Motivating the students for their Studies.

® Arranging various Conference to Students related to their studies.

KEY SKILLS:

* Proficient in MS Word, Excel, Power point.
* Participated in International Conference and Workshop in Various Colleges. Languages Learned:

VHDL and Verilog system level language.

Tools

* Xilinx
* Matlab

Operating System

Windows

ACADEMIC CHRONICLE

* Master of Technology in VLSI design with 82%
* Bachelor of Engineering in ECE with 67%
* Higher School Certificate with 63%
* State Board Leaving Certificate with 82%

DECLARATION:

I hereby declare that all the details furnished above ar
knowledge and belief.

(VASANTH)

Notice period: Immediate

to the best of my

Thanks for your Time!