,

UAE: C/o 971502360357 Email: saravanakumar.378289@2freemail.com

Saravanakumar

|  |  |  |
| --- | --- | --- |
| Objective |  | To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilization them for personal and organization growth to the best of my ability. |
| Skills & Abilities |  | -OS installation: - Win XP, Win Server 2003, 2008, Windows Vista, Windows 7, 8, 8.1, and 10.-Assembling, Hardware up gradation, Troubleshooting-Windows maintenance, upgrade and update the windows-Disk management and Partitions-Printer installation and troubleshooting-Antivirus update and virus protection-Scanner configuration and Troubleshooting-Basic Networking, Data sharing-Data cards configure and Troubleshooting-Basic Firewall configuration-Sharing folder, Sharing devices and Printers-User profiles, backup and restore. |
| Experience |  | NeTWORK ENGINEER TRAINEE, KCLINK TECHNOLOGIES PVT LTD. BANGALORE.JUNE 2015 TO MARCH 2016* Hardware installation and Troubleshooting
* Cabling, Patching and Troubleshooting
* Manage shared folders and device through permission
* Mail client’s configuration backup and Troubleshooting

(MS Outlook)* Data Backup of all users,
* Local and Networking printer configuration & Troubleshooting
* Software troubleshooting update and patch installation
* Manage Antivirus
* Issue hardware and software and accessories to users.
* Data card configuration and troubleshooting.

PURCHASE AND VENDOR COORDINATOR, SKYPRO TECHNOLOGIES PVT LTD. BANGALORE.Client Organization: Wipro Infotech Pvt Ltd. Client Location: ChennaiProject Customer: Kotak Mahindra Bank Limited.MARCH 2016 TO OCTOBER 2017Tools Used: BMC Remedy Ticketing Tool.**Related Skills** * Hands on experience in working as vendor coordinator from renowned organization
* Sound knowledge in common math skills including capability to work out discounts, interests and commissions
* Exceptional knowledge in computer skills along with latest working capabilities with Microsoft office and Outlook
* Profound knowledge in interacting with both external as well as internal customers
* Proficient in communicating to customers with exceptional negotiation skills
* Familiarity with problem solving ability and apply correct tools for analyzing specific situation
* Amazing ability to expand as well as maintain positive working relationship
* Worked with IT Management to understand product service requirements.

**Duties and Responsibilities:*** Interacted with outside vendors to purchase items intended for products requirement for IT purpose.
* Monitored production time lines and tracked progress with vendors and project owners, ensuring due dates were met.
* Partnered with Accounting Department to resolve merchandise invoice discrepancies and reconcile monthly merchandise accrual forms.
* Provided administrative support to projects including writing purchase orders for vendors.
* Created purchase orders, prepared Custom documents, pricing on computer system, and distributed merchandise items from vendors to distribution centers.
* Managed all procurement activities for my assigned area.
* Negotiated cost reduction with suppliers.
* Worked directly with multiple districts to procure all inventory items required for job execution and daily operations.
* Coordinated between suppliers, engineering, finance, quality control and logistics to identify constraints and ensure an uninterrupted supply parts.
* Reviewed invoices with material receipts ensuring proper payment to vendor.
* Established and maintained vendor/customer relations ensuring best price and delivery.
* Maintained procurement files ensuring they met all requirements.
 |
| Education |  | SRI KRISHNA COLLEGE OF TECHNOLOGY - COIMBATORE - B.E ECEPassed out in 2015 and aggregate of GPA 7.25Attended a Robotic competition in “Birla Institute of Technology, Pilani” (GOA Campus) and got II prize in Line following Robot Event and got prizes in other colleges also…“RobotC”,conducted by Madras Institute of Technology, Chennai, in association with ARK Techno solutions.P.A.C.RAMASAMY RAJA POLYTECHNIC COLLEGE – RAJAPALAYAM – DECEPassed out in 2012 and aggregate of Percentage 92.4%P.A.CHINNAIAH RAJA MEMORIAL HIGHER SECONDARY SCHOOL – RAJAPALAYAM – SSLCPassed out in 2009 and aggregate of Percentage 85.1% |
| Communication |  | Attended a Paper Presentation in National level technical Symposium held at “Government college of Technology”, Coimbatore.Attended a Paper Presentation in National level technical Symposium held at “Coimbatore institute of Technology”, Coimbatore and Project Presentation also in same college. |
| training and visits |  | In-Plant training, for a period of one week, at Able Electronics Services, Coimbatore.In-Plant training, for a period of one week, at Samsung Engineering co., LTD, Noida. UP.Industrial Visit Attended at **“TELK”, Cochin.** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KEYROLES Having Responsible Attitude and Remain Calm under Pressure.

 Promoting good work practices.

 Able to build a positive rapport with people.

 Carryout risk assessment.

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSONAL DETAILS

 Gender &Age - Male &23 years.

 Date of Birth - 16/December/1993.

 Blood Group - O +ve.

 Marital Status - Single.

 Nationality - Indian.

 Hobbies - Watching cricket, YouTube.

 Linguistic Skills - Tamil ( Read, Write, Speak).

 English (Read, Write, Speak).

 Kannada(Speak)

 Passport Details -

 Issued Place: MADURAI (INDIA).

 Validity Period: From 16/09/2014 Till 15/09/2024.

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARATION

I hereby declare that, all the above information are true to the best of my knowledge and belief.

Place:

Date: Saravanakumar