

MUTHUMANI



BACKEND & COORDINATION

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|  | **Muthumani-393918@2freemail.com** |
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**OBJECTIVE**



To be a part of an organization where my skill sets contribute in a big way to the success of the organization and which in turn helps my own career development and progression.

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|  | **EDUCATION** |
|  |  |
|  | Mechanical Engineering | MADURAI |
| (2012 – 2016) | SACS MAVMM ENGG COLLEGE – 68 % |
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|  |  |



H SC | MADURAI

(2010 – 2012)

M. K. H. S. S | STATE BOARD – 60 %



SS LC | MADURAI

(2008– 2010)

B. H. S. S | STATE BOARD – 62 %

**WORKING PROFILE**



**As Backend coordinator From june-2016 (To) june-2019 -- MADURAI**

**IMPLANT TRAINING**



* **Undergone Training in "RAILNETSOFTWARE SOLUTIONS",(recognized by DOE,Govt of india )- Madurai.**
* **Undergone Training in "TVS TYRES"- INDIA**



ROLES



* Administrative assistant
* Performs administrative office support activities for multiple tasks
* Telephone calls, receiving and directing visitors
* Worked under the Business Development Team
* Word Processing, maintain/creating data base Spreadsheets and Presentations.
* Basic IT support
* Managing communications & marketing (E-mail & SMS Marketing)
* Social media campaigning
* Multiple website maintenance
* Website maintenance and CRM maintenance
* Support sales team
* Senior event coordinator



**PERSONAL STRENGTH**



* Social grouping.
* Communication skill and good organizational skills.
* Easy to interact with others.
* Punctuality & patient.
* Flexibility&Reliability.



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|  | **PERSONAL PROFILE** |
|  |  |  |
| Date of Birth | : 13-10-1994 |  |
| Sex | : Male |
| Nationality | : Indian |
|  |  |  |
| Marital status | : Single |
|  |  |  |
|  | **Passport Details** |
| DATE OF ISSUE | : 08.10.2015 |  |
| DATE OF EXPIRY | : 07.10.2025 |  |
|  |  |  |
|  |  |
|  | **DECLARATION** |  |
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I hereby declare that the information furnished above is true best of my Knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:**

**Date:** **MuthuMani**