

KARTHIK.S

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Plot No 5 Door No 10, Rajaji Nagar,
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- ❖ To seek a challenging career in your esteemed organization where my knowledge and experience can be utilized to the best of my abilities.
- ❖ To deploy the knowledge gained for progress of the organization by being innovative and resourcefully.

WORK EXPERIENCE

Organisation : Scigenics Biotech Private Limited.
Designation : Senior Executive – Admin & Customer Relationship Management.
Work Duration : Sep 2018 – May 2019.
Responsibilities : Sourcing & selecting tenders from various newspapers, websites and other sources.
: Preparation of Tenders & Budgetary Proposals as needed.
: Preparing the proposals on both Technical & Commercial terms.
: Uploading / Submitting the tenders in the online or offline Platform as required.
: Ensuring that the proposal is in conformity with the mentioned specification or with deviation strategy as per tender documents.
: Ensured excellent customer satisfaction.
: Maintained High level of contact with all vendors.
: Update and maintain office policies and procedures.
: Planning and organising of meetings and take detailed minutes of meetings.
: Ordering of office supplies and research the new deals and suppliers as required.
: Working closely with all departments to ensure the CRM & office Administration works effectively for all aspects of the company's growth.

Organisation : AER Worldwide India Private Limited.
Designation : Customer Support & Operations Executive.
Work Duration : July 2016 – Aug 2018.
Responsibilities : Analysing customer needs and make arrangements adhering to company policies.
: Identifying opportunities in improving the customer support as per customer needs.
: Managed to solve their queries in Data Recovery and Hard Disk Repair service.
: Involved in Tie-ups with various vendors for continuous business flow.
: Acting as single point of contact for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, petty cash, courier, housekeeping, etc.
: Specialization in handling back office operations, inter-office correspondence confidential mails, quotations, utilities monthly billing, client support, vendor management, business proposals preparation, cheques, etc.
: Handled the petty cash for office expenses and maintaining the reports of the same.
: Generation of sales leads by business meetings and vendor signup's.
: Responsible for generation of various Daily, Weekly & Monthly Reports.
: Ensuring that branch office day-to-day operations run smoothly.

Organisation : Tamilnadu Advanced Technical Training Institute.
Designation : Project Coordinator
Work Duration : FEB 2012 – June 2016.
Responsibilities : Identifying and sourcing of projects from various government agencies.

- : Worked closely with Govt. Dept such as EDI, NI-MSME, TNSDC, MES etc.
- : Preparing the business proposal and submitting them as per government standards in order for clear sanctioning of projects in Skill Development.
- : Involved in mobilization of the beneficiary for the projects.
- : Coordinated with government officials at the time of Inspection during the projects.
- : Maintained the project cost as per budget framed by government agencies.
- : Delivering detailed reports at the end along with the corresponding bills.
- : Follow-ups with the agencies for payment process till the end.
- : Acted as a single point of contact with the sponsors of the projects.
- : Preparing proposals for acquiring franchisee with skill Development Institutes.
- : Involved in acquiring Licences and affiliations from various government agencies

Organisation : CMS Info Systems Pvt Ltd (WIPRO & Cognizant Technologies).

Designation : FMS Engineer.

Work Duration : Jan 2010- Jan 2012.

Responsibilities : Migrated over 1700 operating systems from CITI Bank to Wipro's IT Domain.
 : Installing the applications through Remote Desktop & SCCM for users.
 : Maintaining the Hardware & Software inventories.
 : Reporting the daily work to the supervisors.
 : Promoted as a Group Leader on completing project before the deadline.

EDUCATIONAL QUALIFICATIONS

| S No | Degree | Major | Name of the Institution | Percentage | Duration |
|------|----------|--------------------|--|------------|-----------|
| 1 | M.B.A. | Project Management | ALAGAPPA UNIVERSITY | 60% | 2010-2011 |
| 2 | B.E. | E.C.E | SHRI ANDAL ALAGAR COLLEGE OF ENGINEERING | 63% | 2006-2009 |
| 3 | Diploma | D.E.C.E | SRI SAI RAM POLYTECHNIC COLLEGE | 77% | 2003-2006 |
| 4 | S.S.L.C. | - | ZION MATRICULATION HIGHER SECONDARY SCHOOL | 60% | 2002-2003 |

PROFESSIONAL CERTIFICATIONS

- ❖ Diploma in MS.OFFICE.

PERSONAL DETAILS

- ❖ Father's Name : M.S.Subramanian.
- ❖ D.O.B. : 24/11/1987
- ❖ Marital Status : Married
- ❖ Languages known : English, Tamil & Telugu.

DECLARATION

I hereby declare the details mentioned are true and correct to the best of my knowledge.

Place : _____

Date : _____

(KARTHIK.S)