

CURRICULUM VITAE

R GUNA SEKARAN

**NO. 2/223
PONNIAMMAN KOIL STREET
MATHUR CHENNAI- 600068
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CAREER OBJECTIVE:

To work in an environment where I get a chance to gain knowledge which can be shared enriched, where I can utilize my skills and expertise to the optimum towards achieving my goal.

SELF PROFILE:

Capacity to work independently and energetically with full confidence for achieving the target. To look into things with a positive and practical attitude is my greatest strength.

STRENGTHS:

- *Hard working**
- *Receptive to new ideas**
- *Adaptable to changing situation**
- *Achieve positive result**

EDUCATIONAL QUALIFICATION *

*** [UNIVERSITY OF MADRAS BACHELOR OF ARTS IN HISTORY 2012]**

*** [HSC ST. JOSEPH MATRICULATION HIGHER SEC SCHOOL 2009]**

EXPERIENCE:

***KAILASH SHIPPING SERVICE PVT LTD**

Designation: OPERATION EXECUTIVE [3 YEARS] [2011-2013]

***Roles And Responsibilities**

- 1, Import and Export Operations Work
- 2, Customs Clearance Work From CFS
- 3, Office Related Works

***JUPITER SEA AND AIR SERVICES**

Designation: OPERATION EXECUTIVE [2 YEARS] [2016-2018]

***Roles And Responsibilities**

- 1, Import and Export Operations Work
- 2, Customs Clearance Work From CFS
- 3, Office Related Works Cheque Collection
- 4, Apply E-WAY Bills

***TULIVE GK SHETTY**

Designation: OFFICE ADMINISTRATION [3 YEARS] [2019-2022]

***Roles And Responsibilities**

- 1, Facilities Management Responsibility
- 2, Maintenance Request AMC follow up
- 3, Regularly Compliance Bills
- 4, Mail Management And Calls Routing
- 5, Housekeeping Maintenance
- 6, Environmental Health And Safety
- 7, Electrical Management And Security
- 8, Travel Arrangements And Meeting
- 9, Office Stationery Arrangements
- 10, Inward And Outward Courier Follows up
- 11, Operating And Maintenance Office Equipment Such as Machines And Computer
- 12, Perform Opening Sorting And Distributing Incoming Correspondence Including Email
- 13, Maintain Records Management Database System
- 14, Daily Biometric Activities
- 15, Cleaning Sanitation And Janitorial
- 16, Office Administration & Maintaining Inventories
- 17, To issue ID Cards, Business cards, SIM cards
- 18, Manage employee's Data
- 19, Overachieving attitude and enhanced work ethic
- 20, Knowledge of spreadsheets and word processing documents.

***HILIVING ROYAL HOMMES LLP**

Designation: OFFICE ADMINISTRATION [2 YEAR] [2022-2024]

***Roles And Responsibilities**

- 1, Facilities Management Responsibility
- 2, Maintenance Request AMC follow up
- 3, Regularly Compliance Bills
- 4, Mail Management And Calls Routing
- 5, Housekeeping Maintenance
- 6, Environmental Health And Safety
- 7, Electrical Management And Security
- 8, Travel Arrangements And Meeting
- 9, Office Stationery Arrangements
- 10, Inward And Outward Courier Follows up
- 11, Material inward and Outward Follows up
- 12, Greetings Visitors and Clients
- 13, Hr Related Activities
- 14, Office Administration & Maintaining Inventories
- 15, To issue ID Cards, Business cards, SIM cards
- 16, Manage employee's Data
- 17, Daily Biometric Activities
- 18, Marketing Activity.

PERSONAL DETAILS:

Father name	:	N Raghu
Date of birth	:	16.08.1990
Sex	:	Male
Marital status	:	Married
Nationality	:	Indian
Religion	:	Hindu
Languages known	:	Tamil, English

DECLARATION:

I hereby declare that all the above mentioned information is true to the best of my Knowledge.

Date:

Place: Chennai

[R GUNA SEKARAN]

