



GANESH ARUMUGAM

CONTACT

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SKILLS

- On boarding & Induction Employee
- Engagement Activities Office Administration
- MIS
- General and Project based BGV
- Exit interview and exit formalities

EXPERIENCE

ADMIN EXECUTIVE - FRONTIER BUSINESS SYSTEMS PVT.LTD (AUG 2017- OCT 2022)

- Provided administrative support to the executive team, including scheduling meetings and managing calendars.
- Organized and maintained filing systems for physical and electronic documents, ensuring accuracy and confidentiality of records.
- Greeted visitors in a professional manner, responding to inquiries and directing them to appropriate personnel.
- Composed letters, memos, reports, emails, presentations and other written correspondence as required by management staff.
- Managed incoming calls while providing information or transferring callers to appropriate personnel.
- Maintained office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies.
- Ensured efficient operation of office equipment such as printers, copiers and fax machines.
- Keeping track of Mobile Reimbursement
- Assisted customers in selecting appropriate travel packages based on their individual needs and preferences.
- Created detailed itineraries for customers, including hotel bookings and transportation arrangements.
- Maintained accurate records of customer bookings and payments.
- Provided customer service support to resolve any issues that arose during the booking process.
- Organizing the claim form from the employee and send the same to finance team for processing.
- Preparing all the MIS documents of the sale team and send across to the team on weekly basis

OTHER EXPERIENCES

- Worked in BEVERLY HOTEL as a CAPTAIN.
[From July 2004- March2007]
- Worked in PRIDE HOTEL
[From March 2007-Nov2007.]
- Worked in AIRTEL as a Supervisor
[From Dec2007- July 2010]
- Worked in Reliance BPO
[From July 2010 - March 2013]
- MIS EXECUTIVE – NTT DATA (Legacy DELL)
(Apr 2013 – Feb 2017)

EDUCATION

Qualification	University/ School	Duration
Diploma (Hotel Management)	MGR Institute of Hotel Management	2001-2004
BBA(CA)	Annamalai University	2004 – 2006

ACHIEVEMENTS

- Undergone training in HR Interviewing Skills and Appraisal Management”.
- Achieved volunteer award for a one-day team outing

PERSONAL INFORMATION

FATHER NAME : V ARUMGAM
DATE OF BIRTH : 18-10-1982
NATIONALITY : INDIAN
LANGUAGES KNOWN: English and Tamil
Address : No.16,17, G2, West Balaji
Nagar, 2nd Main Road,
Ambattur, Chennai-600053

SIGNATURE