

**NAME : B. SIRENGJEVE**  
**DOB : 18/04/1994**  
**Mobile : 8760073268**  
**Email : siranjeevib1894@gmail.com**

G/3, Sri Devi Avenue,  
Melur road, Srirangam,  
Trichy District.  
Pin – 620006.

## OBJECTIVE

To work in a challenging environment with sincerity and dedication using my potentials for development of the organization and to grow along with it.

## EXPERIENCE

### Hal Offshore

**November-2023 to February-2024**

Administrative Assistant

Organized Administrative Professional with Strong Multitasking Skills and Proficiency in Office Management. File management involves organizing, categorizing, and maintaining documents efficiently. This includes creating a logical filing system, labeling folders, and ensuring easy retrieval of information. Attention to detail is crucial for accurate file organization. Attention to detail is a crucial skill that involves thoroughly reviewing and ensuring accuracy in tasks. It includes noticing and correcting small errors, maintaining precision in work, and being meticulous in all aspects to produce high-quality results.

### Smart TechLink Solution Inc

**January - 2022 to October - 2023**

Contracts Executive for US IT STAFFING

Having Extensive Experience on All Paperworks for USC,H1B and EAD Candidates.  
Proven Communication skills, email writing skills and interpersonal skills.  
Hands-on experience in MS Office for drafting letters, agreements, policies etc.  
Engage with all the employees and proactively identify and address areas where trust can be built.  
Assisting the HR Team in on boarding formalities.  
Maintaining the employee documents.  
Updating the Workforce.  
Management System and HRMS.

### Bharath Power Solar Solution

**October - 2019 to November - 2021**

Accounts and sales

Accounts Petty Cash Handling Day to Day Handling  
Expenditure & Income Daily Activities.  
Tally (9.1), Gst, Invoice  
Handling, Solar Panel,  
Ups Battery, Inventor  
Sales to the Customer.

## ACADEMICPROFILE

DEGREE/ COURSE	INSTITUTE	YEAROF PASSING	UNIVERSITY/ BOARD	PERCENTAGE
MBA	Bharathidasan University, Trichy	2017–2019	Bharathidasan University	70%
M.COM	Srimad Andavan Arts & Science Collage, (Autonomus), Trichy	2017–2019	Bharathidasan University	75 %
B.COM	BishopHeber collage, (Autonomus),Trichy	2013–2016	Bharathidasan University	60%
HSC	The Higher secondary school for boys, Srirangam	2013	The Higher Secondary School For Boys	51%

## PROJECT

**MBA** - A Study on Working capital management  
Shri Amman steel industries Pvt Ltd,  
Trichy

**M.com** - A Study on job satisfaction of Employees  
The Chennai silks,  
Trichy

## SKILLSSET

- ❖ Ms Office
- ❖ Accounting Software Tally ERP

## EXTRA ACTIVITIES

- ❖ NSS Member
- ❖ Attended Special Camp Conducted By Lions Club in, Trichy.
- ❖ Attended The State Awareness Program Conducted By Swami Vivekananda Trust, Chennai

## ACHIEVEMENTS

- ❖ Participated in PHOTOGRAPHY competition held at Bishop Heber College, Trichy
- ❖ Participated in GST Seminar Conducted in Srimad Andavan Arts And Science College.
- ❖ Participated in Eye Donation Awareness camp held at Bishop Heber College, Trichy

## PERSONAL DETAILS

Name	:	B. Sirengjeve
Date of Birth	:	18.04.1994
Gender	:	Male
Blood Group	:	O+ve
Father's Name	:	R.Bharathiraaja
Mother's Name	:	B. Thilakavathi
Mother tongue	:	Sowrashtra
Languages Known	:	Tamil & English, French
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Hindu

## DECLARATION

There by declare that, the above information furnished by me is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place :

Yours Sincerely,

Date :