

## CURRICULAM VITAE

M VIGNESH

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### Summary

- Around 4+ Years of work experience where recently I have been working as a site supervisor.
- Ability to work under a team as well as individual environment.
- Good Knowledge of MS office tools such as Word, Excel, Power-Point, Power Bi , Tableau, etc.
- Good communication skills and leadership qualities.

### Skills

- Material Management
- Team Management
- Customer Relations
- Safety Management
- Quality Maintenance
- Safety Assurance
- Data Analyst

### Professional Experience

**Mahindra Logistics (Amazon)**

Currently Working

**21 MAY 2023**

**Process Associate**

- Undergo the vehicle entry process and upon existing, receive the material by handling the Team.
- Manage everyday work activities and informed In-charge appropriately.
- Collecting all data on processes for data entry operations.
- Ensure a timely follow-up for On-Time delivery to Customers.

**Ravindra Bharathi Global School, Pallikaranai**

**Sep 2022 – Feb 2023**

**Public Relations Officer (PRO)**

- Responsible for monitoring all the people involved in the process.
- Expand the number of applicants to the institution.
- Help the institution to become better known.
- Help the institution to gain an enhanced reputation.
- Improve internal relations like teachers, students, and other administrative staff.
- Maintain good relations with the community.

**Suncity Electrical (Client: Airtel), Chennai**

**Sep 2018 – June 2022**

**Site Supervisor**

- Responsible for supervising and monitoring all the people involved in the process of testing and installation
- Preparing reports after finishing up other activities related to a particular Installation.
- Responsible to ensure quality work and monitoring work progress
- Planning and scheduling the meetings with the team members for different activities that are related to the production.
- Responsible for ensuring the safety of our workers and managing equipment with specific hazards must not be left unattended.

- Good Knowledge of MS office to compile reports and work activities.

**Mass Media Solution**  
**Senior Consultant**

**Nov 2017 – Aug 2018**

Mass Media Solution is a logo designer-based company that specialized in designing logo and Animation works for various small projects.

- Create an inspiring team environment with an open communication culture
- Discover training needs and provide coaching
- Listen to team members feedback and resolve any issues or conflicts

**Education Details**

- Sri Ramanujar Engineering College, Anna University (2010 – 2014)  
B. Tech in Information Technology

**Personal Details**

Date of Birth: 11<sup>th</sup> June 1992

Marital status: Single

Vignesh M