

S.Sridhar

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Objective:

Over 3+ years of experience in office administration, managing daily activities for the business and assisted in all general office duties, Work Planning, Customer service, Time management, Maintenance activities, Coordinating meetings, Supervising staffs.

Professional Summary:

- Develop and maintain an effective performance management system with weekly sales activities performance reports and the relationship with a customers.
- Entered accounts payable receipts and invoices into company system for payment.
- Generating the leads and frequent followup with clarifying the technical features about the vehicles.
- Work with sales management to develop and execute prospecting campaigns for target.
- Gather market intelligence provide feedback to management and make recommendations on margin adjustments.
- Entered employee's time for payroll; help them with any HR questions/concerns.
- Redesigned new hire packet documents and implemented procedures for tracking employees
- Developed new business forms to improve production and management of products for the company.
- Answered phone calls, assisted clients or directed them to appropriate manager.
- Approved and processed expenses for 20+ employees bi-weekly, including quarterly report metrics for employee travel, expenses and housing
- Managed and allocated all credit card bills to assigned companies
- Created contracts for all incoming contractors and manage all new hire paperwork
- Greeted visitors and callers and handled their inquiries and directed them to appropriate individuals
- Answered phones and gave information to callers and took messages
- Created, maintained, and entered information into databases
- Recorded information and maintained current documentation
- Maintained scheduling and event calendars
- Scheduled and confirmed appointments for clientele.
- Helped managers with monthly billing process.
- Managing various registers and records using in showroom.
- Maintaining stocks and critical spare parts for service and campaigns and supporting the services.

Professional Experience:

**Office Administrator (Massey Ferguson)
Chendur Automobiles**

May 2022 - Present

**Office Administrator (Preet)
Visalakshi Tractors**

Aug 2021 - May 2022

**Office Administrator (Sonalika)
Jgrand Agro tech pvt ltd**

Aug 2019 - Aug 2021

Computer Skills:

Microsoft Office
Microsoft Word
Mailing

Educational Qualification:

Bachelor of Business Administration (2021 to Present)
Bharathiyar University - SDE, Coimbatore

Diploma in Automobile Engineering (2018)
Nanjiah Lingammal Polytechnic College, Mettupalayam

SSLC, State Board.

Languages Known :

English : Read, Write and Speak

Tamil : Read, Write and Speak

Personal Details:

Father's Name	: Sankarapandian .S
Date of Birth	: 09'th August
Marital Status	: Unmarried
Address	: 76B, Krishnagarden, Telungupalayam , Annur (Tk) Coimbatore (Dt) - 641653

Declaration:

I hereby declare that the above information's are true to best of my knowledge.

Date:

Yours Faithfully

Place: