

RESUME

C.Wesley

Administrative Work



Profile:

I have administrative qualification with 26 years of work experience in World Vision India. I have worked at different districts of Tamil Nadu. Due to role redundancy I am seeking a new job opportunity. I wish to apply for **Administrative work** in your company and eager to serve with hard work and dedication. I am willing to work in Coimbatore, Tiruppur, Pollachi and Erode districts.

Personal Details:

Date of Birth – 06/07/1968,

Gender - Male

Nationality – Indian

Marital Status - Married

Contact Address:

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Theni – 625 531

Cell No - +91 9994213675

Links – Gmail – wesley671968@gmail.com

Employment History:

- **Coordinator Sponsorship Effectiveness at World Vision India, 7years was on Contract and the next 19years on Payroll. Worked at Coonoor, Madurai, Salem, Theni, Pudukottai and Manapparai branches.**

From – February 1997 – May 2023

World Vision is one of the child focused humanitarian organization with proven effective work in community development, sponsorship and relief practices empowering vulnerable children. I was working in Sponsorship Department in facilitating and translating correspondence from children to sponsors helping the sponsorship process.

I am experienced in managing Office correspondence ensuring proper documentation, track mails in Outlook / Courier, and maintain filing system of HR Records, Payroll, Staff Leave Records etc. Also in Generating Reports, Stationery stock management, Insurance work, Petty cash and Software backup.

➤ **Trainee Assistant at George Oakes Limited, Madurai**
From – August 1995 – July 1996

George Oakes Limited is a Tractor Assembly Company. I was working in Administration Department in preparing Invoice, Bills, GRN – Goods Receipt cum Inspection Note for the Tractor spare parts received from various places.

Education

- **MSW – Master of Social Work** - Annamalai University, Chidambaram.
June 2008 – April 2009 with 59% marks
- **PGD PM&IR – Post Graduate Diploma in Personnel Management and Industrial Relations** - Madurai Kamaraj University, Madurai. June 1991 – March 1993 with 53% marks ✓
- **BBA – Bachelor of Business Administration** - S.Vellaichamy Nadar College Madurai. June 1988 – March 1991 with 60% marks ✓

Skills:

- 1) Computer skills – proficient in MS office, word, excel, powerpoint and outlook
- 2) Interpersonal and communication skills
- 3) Tally Prime accounting
- 4) Typing and data entry skills
- 5) Translation from Tamil to English
- 6) Planning and Organisational skills

Competencies:

- ✓ Knowledge in office administration
- ✓ Attention to detail and accuracy
- ✓ Time management abilities
- ✓ Able to work independently and also with a Team
- ✓ Ability to adapt to changing priorities

Languages:

Tamil – Read – Write – Speak
English – Read – Write – Speak

If I get an opportunity I will perform the duties and responsibilities as per the expectation of your organization. I will be helpful to you in your sustained development and innovative initiatives of your company. Thank you.

Yours Sincerely,

C. Wesley