



## RESUME

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**M. R A M A K R I S H N A N**  
**C8, Breeze Avenue, Mahalakshmi Nagar,**  
**Varadarajapuram,**  
**Mudichur (Tambaram West),**  
**Chennai-600048.**  
**Mobile: 8015762379/9840698973**  
**Email Id. [mramakrishnan1974@gmail.com](mailto:mramakrishnan1974@gmail.com)**

### **Educational Qualification:**

- **Master of Business Administration (M.B.A)** at Madurai Kamaraj University, Madurai (Distance Mode) for the year 2009
- **Bachelor of Science in Mathematics (B.Sc)** at Guru Nanak College, Chennai University of Madras (Regular) for the year 1995

### **Work Experience :**

- **Working in Architect Firm Chennai as Admin Executive/Secretary from December 2022.**
- **Worked in Xavier Institute of Management & Entrepreneurship (XIME), Chennai as Admin Associate /Secretary from June 2016 to November 2022.**
  - General Admin/Assisting Dean Admin.
  - Quotation and Purchase Order Preparations
  - Accounts Book Keeping Entries in TALLY ERP 9
  - Payment follow-up with students, Admissions Coordination/Support
  - Petty Cash Maintenance, Department Coordination
  - Travel Desk, Cafeteria Management,
  - Facility Maintenance, Vendor Management
  - Assistance to Director and Manager-Admin
  - Coordination with Head Office for Promotion Materials, Admissions.
  - External programmes/Workshops Coordination support at the campus.
- **Worked as a Admin Executive in SHRIRAM CAPITAL LTD - CHENNAI**  
**Duration: ( Oct 2009 – May 2016)**
  - Purchase of Stationery & Maintenance
  - Vendor Coordination
  - HR Coordination (Attendance, Leave Registers, Interview Coordination)
  - Purchases, Courier Maintenance, Housekeeping
  - Electrical Maintenance. Managing the Assets AMC
  - Assets Maintenance (UPS, A/CS, Printers, Toners)
  - Security Maintenance, Executive assistance.
  - Checking of All Vendor Bills,
  - Payment coordination with Accounts Department
- **Worked as a Executive Assistant in ALPUMP Ltd. Chennai**  
**Duration: (Jan 2006 to Sep 2009 )**
  - Typing Letters, Email responding, Appointment Fixing
  - Calendar, Meeting arrangements and coordination
  - Guest Management, Sales Support/Coordination
  - Agenda Preparation
  - MIS Maintenance, Filling of MIS.
  - Travel/Hotel Bookings and Reimbursement.
  - General Admin Coordination.

- **Worked as a Executive Assistant in SBI LIFE Insurance Co. Ltd. Chennai**

**Duration: (Sep 2003 – Dec 2005)**

- Assisting the Executive in his day to day work Calendar Management
- Taking Dictations, Typing Letters, Email responding
- Arranging Travel, Meeting arrangements
- MIS Maintenance
- Travel/Hotel Bookings and Reimbursement.
- General Admin Coordination.

- **Worked as a Back Office Executive at SINGER INDIA LTD. CHENNAI**

**Duration: (Apr 1997 –Sep 2003)**

**Responsibilities**

- Handled the General Admin Support Activities,
- Order Processing and Preparation of Invoices, Travel/Facility Maintenance
- Stock Maintenance, Daily MIS Report to H.O. and Follow up with Head Office.

**Languages Known**

**Read and Write** : English & Tamil

**Speak** : English & Tamil

**Technical Qualification** : TYPEWRITING JUNIOR GRADE - 30 W.P.M.

**IT Skills:**

**Computer Software Knowledge** : MSOFFICE, TALLY ERP 9.0

**Computer Typing Speed** : 40 Words per Minute

**PERSONAL INFORMATION**

**Age** : 49 Years

**Sex** : Male

**Marital Status** : Married

**Nationality** : Indian

**Religion** : Hindu

**Salary Drawn** : **Rs.30,000/- pm**

**Declaration:**

I hereby declare that the above-mentioned particulars are true to the best of my knowledge.

Place : Chennai

Date :

**(M. RAMAKRISHNAN)**