

Jeevanandham. B

PROJECT MANAGER/ASST. MANAGER

Puducherry, Puducherry 605111

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Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers professional growth while being resourceful, innovative and flexible.

Work Experience

PROJECT MANAGER/ASST. MANAGER

"SPI TECHNOLOGIES INDIA PRIVATE LIMITED"

August 2013 to 2017

RESPONSIBILITIES:

- Agreeing project objectives
- Representing the client's or organisation's interests
- Providing advice on the management of projects
- Organising the various professional people working on a project
- Carrying out risk assessment
- Using IT systems to keep track of people and progress

> PRESENTLY WORKING IN "AUROFOOD (P) LIMITED"

ROLE: ADMIN MANAGER

RESPONSIBILITIES:

- Organising the various professional people working on a project
- Carrying out risk assessment
- Representing the client's or organisation's interests
- Maintaining the Bio-metric Management System.
- Maintaining the Payroll Process.

PERSONAL STRENGTH

> Leadership skills, self confidence, optimised and hard working.

TEAM LEADER/PROJECT MANAGER

"MADDOX SOLUTION (P) LTD."

July 2010 to 2013

RESPONSIBILITIES:

- Define the project management process to be applied to the project.
- Select team members and, if cross-functional as the Core Team Leader, select Core Team Members.
- Prepare project plan and obtain management approval of the project plan.
- Assure that all team members understand their roles and accept their responsibilities
- Apply project resources according to the approved project plan.
- Analyze risk and instigate avoidance activities. Establish contingency plans and identify trigger events and responsibility for initiating corrective action.
- Track and report on progress to plan.

Apprenticeship is

"HCL INFOSYSTEM (P) LTD "

July 2009 to 2010

a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations.

Education

B.Tech in Computer Science

PONDICHERRY UNIVERSITY - Puducherry, Puducherry

2009

H.S.C.

State Board of Tamilnadu - Puducherry, Puducherry

2005

S.S.L.C. in Web Designing

State - Puducherry, Puducherry

2003

Skills / IT Skills

- Project management
- Microsoft Project
- Communication skills
- Computer Science
- Java
- SQL
- Microsoft Office
- Agile