

# Ananda Muthumani

chennai, 600097 | +91-9486556228 | anandmuthumani994@gmail.com

## Professional Summary

Collaborative executive administrative team member with organisational skills, attention to detail and experience in Administration Executive office environments. Delivers accurate, error-free work meeting strict standards. Always ready to take on challenging assignments, help others and exceed expectations.

## Experience

**ADMINISTRATION EXECUTIVE** | 03/2023 - Current

### **EMCOR IMPEX INDIA PVT LTD**

- HR consultant with experience in staffing and recruiting
- Experience in managing the employees and maintain good work culture
- Communicate with all department manager to collect the reports and working on development of organizations growth
- Tracking the sales report based on RFQ
- Taking care of HRBP operations and orientation to the employees based on their work and maintaining the work life balance of the employee.
- Sourcing of candidates through various Job portals , Social media platforms and JD preparation for the Job posts.
- Operational activities of HR policies entry and exit formalities , Onboarding ,offer letter release , retention of employee based on management decision.
- Handling of Payroll of the organization , Appraisal for the employees based on the management decision.
- Handling of Supply chain management , enquires for tracking the materials from manufacturer to client based on their requirement.

**HR CONSULTANT** | 08/2004 - 10/2021

### **MADURA MICRO FINANCE LIMITED**

- With experience in the staffing and recruiting
- Experience in managing the employees and maintain good work culture
- Operational activities of HR, including entry and exit formalities, onboarding, interviews (compensation and benefits), offer release, retention, employee communications, etc
- Had an opportunity to study about employee engagement
- Had an opportunity to study about recruitment process
- Had an opportunity to study about payroll and appraisals of employee

11/2007 - 10/2011

### **KELLOGG INDIA PRIVATE LIMITED**

- Had an opportunity to study about Kellogg
- Premium approach(KPC)
- Had an opportunity to study about KPC planogram
- Had an experienced in market strategy with salesman

## Core Qualifications

- Client Management
- Negotiation Skill
- Inter-office communications
- Inventory purchasing

- Market Research
- Competitor Analysis
- Work day tool expertise
- Office administration
- Appointment scheduling
- Meeting support
- Database maintenance

---

## Education

**Sona College - ofTechnology | MBA**

2022

GPA: 7.2

**Engineering - Kovilpatti | B.E**

National, 2019

GPA: 75

**Mat.Hr.Sec.School - Trichendur | XII**

2015

GPA: 74

**Mat.Hr.Sec.School - Trichendur**

2013

GPA: 92.4

---

## Affiliations

ISTE Student Membership - Student Coordinator ISOI Student Membership - Treasurer

---

## Languages

- English,Tamil.

---

## CO-CURRICULAR ACTIVITES

- Participated and paper publised on Indian Journal Natural Sciences on April 2023 Topic: Problems and Challenges of Farmers in Contract Farming in India
- Participated Treasure Hunt in Eco Club help in National Engineering College and Won 1st Prize, Kovilpatti
- Participated in 9th International Conference on Science and Innovative Engineering 2019 and Presented a paper in Jawahar Engineering College, Chennai

---

## Personal Details

- Father's Name : Raghuveer
- DOB : 15/11/1997
- Address : 1/53 kuchikadu street Mela Authoor Authoor Thoothukudi Tamilnadu 628151
- Passport Number : S6948165
- Validity : 23/09/2028