

Curriculum Vitae

SRIMUKUNTHAN

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VISION & OBJECTIVE

Looking for a challenging career, where there is scope for demonstration, always on the lookout for a positive & bigger outlook, Currency are ideas, thrive on Imagination & Passion, Rigorous thinking and boundless curiosity, sets levels & standards that exceed expectations.

EMPLOYMENT HISTORY

1. Territory Manager/Senior Branch Manager-Operation and Marketing at UTL technologies ltd-from August 2017 to Dec 202. The branches located in Cuddalore, Vellore, Nagapattinam, and Villupuram are managed

Project: PMKK –NSDC’ Program for youth by providing monetary rewards for successful completion of approved training programs.

- Developing and executing sales strategies, building and maintaining relationships with key stakeholders, monitoring performance metrics, and collaborating with cross-functional teams to achieve business objectives.
- Managed 100 staff members from my branches
- Maintained positive and profitable client relationships and addressed customer grievances
- Provided operational support and guidance to staff, monitored sales and marketing, and handled multitasking duties including recruitment, training, and placement activities
- Demonstrated problem-solving skills and provided periodic reports and suggestions to the H.O.
- Experienced in sales, operations, and people management

Achievement

- My promotion to Territory Manager was based on my outstanding performance and achievements as a Center Head. I successfully reached my targets for daily walk-ins, maintained center discipline, provided quality training, and achieved high placement percentages. Additionally, my center was recognized as the best among the 7 PMKKs in the TN region. As a result of my exceptional performance, I was the only Center Manager in TN to be promoted to a higher level among my PMKK peers.

2. Worked as Center Head in LabourNet Services India Pvt Ltd-HUL-NSDC - CSR Project Pondicherry from Nov 2013 till Aug 2017

Client is Hindustan Unilever Limited- Livelihood project

Key Roles in CSR AND PMKK BRANCHES

- Managed multiple departments (sales, marketing, accounts, placement, and training) with a team of managers, trainers, executives, and assistants.
- Maintained positive client relationships, addressed customer grievances, and monitored progress with suggestions for improvement.
- Demonstrated multitasking skills in administration, recruitment, training, sales, marketing, and placement activities.
- Possessed problem-solving skills in staff, customer, and client issues.
- Built long-term relationships with stakeholders through seminars and events and supervised branch operations and administration.
- Provided support to academic teams with experience in sales, operations, and people management.

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Achievement

I received the Best Employee award from HUL in recognition of my dedication and unwavering commitment to my work.

3. Worked as CENTER COORDINATOR in DR. Reddy's Foundation-PROEJCT DEVELOPMENT at Pondicherry from OCT 2010 to Oct 2013

Skill development program- **Livelihood project- Client Accenture**

JOB DESCRIPTION

- Managing the day-to-day operations of the center: This involves managing and coordinating the activities of the staff, maintaining records, and ensuring that the center meets its targets.
- Providing guidance and support to trainers: Providing guidance and support to trainers to ensure that they have the necessary resources to deliver effective training.
- Managing student registrations: This includes managing student registrations, maintaining records, and ensuring that the students are provided with the necessary resources.
- Handling student queries and grievances: Addressing student queries and grievances in a timely and efficient manner. Ensuring compliance with regulatory requirements: Ensuring that the center complies with all regulatory requirements and that all necessary documentation is in place.

4. Worked as **Trainer** in **Azimuth software India PVT LTD.** at Pondicherry from October 2007 to 2010 Jan-Medical Transcription company.

Achievement

I was promoted from the position of trainee to Trainer.

Role

- Conducting training sessions: Responsible for designing and conducting training sessions for new medical transcriptionists to ensure that they have the necessary skills and knowledge to perform their duties.
- Developing training materials. Responsible for developing and updating training materials, including training manuals, PowerPoint presentations, and other training resources.
- Providing ongoing training and support: Responsible for providing ongoing training and support to medical transcriptionists to ensure that they remain up-to-date with the latest medical terminology, practices, and technology.
- Conducting quality assurance checks: Responsible for conducting quality assurance checks on the work of medical transcriptionists to ensure that it meets the required standards.
- Providing feedback and coaching: Responsible for providing feedback and coaching to medical transcriptionists to help them improve their skills and performance.
- Keeping up-to-date with industry trends: Responsible for keeping up-to-date with the latest industry trends and developments to ensure that the training program is relevant and effective.

EDUCATION:

B.sc (Agriculture)-Tamil Nadu Agricultural University-PAJANCOA

M.B.A- Madurai Kamaraj University

I hereby declare that all the information stated above is true and correct to the best of my knowledge and belief.

Yours truly

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