

## ANTONY JOSEPH.P

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### PROFILE

#### PROJECT ASSOCIATE & BUSINESS OPERATION

A highly focused, self-motivated, and experienced person looking for a **Business Associate Executive** position to use skills in establishing and **Developing business Relationship, Identify, achieve, and Track Management** .with 5 Years Experience in India and Abroad.

#### Highlights of Skills :

**Program management**

**Distributing budget items**

Strong sense of leadership skills

Excellent technical skills

Strategic HR partner executing

**Business & Project**

**Strategy** Resourcing **Technology**

**Analyzing, projecting**

Relationship Management

Business skills

Excellent Team Player

**Executive Management**

Strong at giving important presentations

Development And Training

Retention and Management

Purchase ,Invoice , Shipping

Greeting and serving customers

Provided administrative support to project team & Assisted in business reporting and resource management activities.

Plan, status reports, action logs and other reports & Strong interest learning new techniques and methodologies.

#### COMPUTER SKILLS & KNOWLEDGE

##### Windows

Windows Server

Windows XP

Windows 7

Remote Access

ERP support

##### Server access

Service User configuration

DHCP Domain creation

GPO

Domain policy's

Backups Restore

##### Hardware

Hardware & networking

Printer

OS installation

CCTV & FF Alarm

ERP installation

##### Tools

MS Office

Word, Excel

Power Point Windows 8

MS Outlook

Lotus mail

#### ACADEMIC CREDENTIALS :

**Diploma in Electrical and Electronics Engineering**

October - 2005

**MBA- MASTER OF BUSINESS ADMINISTRATION**

June - 2013

**Specializations -- Business Administration - Information Technologies & Networking**

Correspondence Course In -- National Institute of Retail & Management Bangalore -Karnataka

#### Previous Career History :

**SHREE SUWRANAH BHUMI ENTERPRISES** India private limited Chennai Aug 2016 -

**SHREE SUWRANAH BHUMI ENTERPRISES** Sdn Bhd , Kula Lumpur . Jan 2014 To Still

( Air sky water its pure water generate from humidity .Air sky water is the authorized dealer of Malaysia )

##### **Executive Business project Manager**

- ◆ Played a key role in ensuring the successful launch of Kuala lumpur office. To Build Structured and implemented programs and policies in the areas of Product training, structures, benefits packages, incentives and new-employee orientation.
- ◆ Complete Knowledge Of Handling Business Administration Work Of Office, Inventory, Maintain The AMC For Asserts, Housekeeping Etc.
- ◆ Responsible For Overall Business and End of Life Program Support. Managed and support with company website, pamphlets advertisement, to business development.

- ◆ Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- ◆ Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- ◆ Accomplishes human resources department and organization mission by completing related results as needed.
- ◆ Monitoring Day to day office activities keep maintain MIS documents.
- ◆ Involved and support to for MOU Quotation Invoice purchase for to conduct vendor and suppliers
- ◆ Implementing All Planning For Purchasing, Procedures, And Involved Quotation And Invoice.
- ◆ Managed Outsourcing.

**BWE ENERGY INDIA P LTD ( HO DENMARK ) CHENNAI , Aug 2012 to Aug 2013**

BWE is an International HI- Tech company market demand through development, design construction and commissioning of biomass stream boiler to the energy industry.

**Consultant Assistant Executive Office**

Handling General Administration Work Of Office, Inventory, Maintain The AMC For Asserts, Housekeeping Etc. Operations Assets across Multiple Locations. And Involved Internal Audit For Asset Maintains.

- ◆ Managed Corporate And Staff Facilities Managements .Monitoring Of System Activity.
- ◆ Maintain Asset Management Database &Ensure Of All Infrastructure Hardware Asset Also Manage With Site.
- ◆ Managed Monthly, Weekly, Day To Day Maintains of Branch Asserts,
- ◆ Maintains Knowledge Of Software Or Hardware Changes And Planning Changes Appropriate In Response To Business Need.
- ◆ Hired trained and supervised administrative staff members.
- ◆ Made travel arrangements including booking hotels and arranging for transportation.
- ◆ Coordinated meetings and ensured that conference room was ready for in-house meetings.
- ◆ Worked to improve overall office productivity.
- ◆ Maintain IT Desktop Server LAN Wan Networks Day To Day Trouble Shooting .
- ◆ IT –Managed IBM Servers X3500 And 3400 HP Desktops LAN WAN Networks Lotus Mail .

**STC TECHNOLOGY P LTD CHENNAI , Jan 2011 To Dec 2011**

**General And Branch Administrator**

- ◆ Manage And Branch Administration Operation , To Handled Day To Day Activities
- ◆ Managed Branch Asset , Managed MIS , Maintain Staff Records ,Maintain Attendance, Stationary Inquires , Daily Enquiries Weekly ,Monthly Evaluation, Co Ordinate With Staff Organize Schedule ,
- ◆ Installing And Maintaining Software Testing Tools , Daily Back Up . LAN Wan And Proxy Control For Internet Restrictions

**Personal Details :**

Marital Status	Single
Languages Known	<b>English, Tamil, Hindi Malayalam , Telugu , Basha Malayu and Indonesia</b>
Passport Details	Passport No. : K1953580
Date of Issue	20-12-2012 Date of Expiry 19-12-2022

**Permanent Address:**

No. 9, Perumal Koil St, Porayar (PO) , Tranquebar (TK) Nagapattinam (DT), Tamil Nadu (ST) INDIA

**Declaration:**

I Hereby Declare That All The Statements Made In The Above Resume Are True To The Best Of My Knowledge And Belief.

( ANTONY JOSEPH.P)

