**Rajkumar Achuthanandam**

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**EDUCATION**­­­­­­­­

**EdYoda Digital University, India June 2022 – Present**

**6-Month Certification | Data Scientist Program**

* Relevant coursework: Python Programming, Data Analysis, Data Wrangling & Visualization, Machine Learning

**University of Madras (UOM), Chennai Dec 2005 – Dec 2008**

**Master of Computer Application** | **Computer Science**

* CGPA: 7.5/10
* Relevant coursework: The project named “Call Centre Management” using ASP.NET with SQL SERVER (June 2008-Oct 2008)

**WORK EXPERIENCE (Overall 17 years)**

**Bhawani Enterprises, Chennai May 2017 – June 2022**

**Admin manager cum Customer Relationship Manager**

* Managed Sales and marketing human hair products exports to USA & European Clients
* Social Media marketing, Email Support, manage inbound calls from USA clients and accounts assistance

**M and C Property Development Pvt ltd, Chennai Feb 2016 – April 2017**

**Administration Manager**

* Office administration, payroll process & payment to staff, update company personnel records & documentation
* Have been a part of sellingproperties and its registration process

**Al Hadaf Marketing L.L.C, Ras Al Khaimah, UAE (Telecom services) July 2009 – Jan 2016**

**General Accountant and Office administration**

* Preparation of Financial Statements, Revenue chart, Accounts Payables & Receivables
* Office administration, Payroll Systems and reports, supervisory, team building, problem solving skills
* Managed sales staff’s regular work efficiency, handled distributors and business development measures

**Bhawani Enterprises, Chennai July 2008 – June 2009**

**Email Support Executive (Export Human Hair Business to USA, Europe etc.,)**

**TV Sundaram Iyengar & Sons ltd, Chennai Mar 2007 – June 2008**

**Junior Officer (Parts Head office as Inventory control using Unix OS)**

**Hexagon Pvt Ltd, Chennai Feb 2005 – Feb 2007**

**Administrative Executive (Office Administration, Marketing and customer relationship)**

**PROJECTS (Language Used- Python)**

**Food Ordering App** **Aug 2022**

* Designed Food ordering app with all the necessary requirements

**Bank Account Management** **Sep 2022**

* Checking account balance for both Savings and Business Account. Manage credits and debits from these accounts through a medium similar to an ATM.

**SKILLS & CERTIFICATIONS**

* **Programming Languages -** Python
* **Databases –** MySQL
* **Tools** – MS Office, Git
* **Certifications –** Data Scientist, Tally 7.2, PGDCA

**LEADERSHIP EXPERIENCE**

**Al Hadaf Marketing LLC, UAE Jan 2011 – June 2011**

**Team Management and Distribution**

* My team an I, achieved more than the estimated target of 1.75 million Dirhams of mobile recharge voucher sales in the 6-month promotion period given by our major direct seller DU in UAE.
* Managed a team of 26 sales staff and 15 distributors and had maintained a strong rapport and credibility among both of them.

**TV Sundaram Iyengar & Sons ltd, Chennai Aug 2007 – Jan 2008**

**Inventory control and order processing**

* Received appreciation from the AGM of the Parts department for managing dual roles and for multitasking as a result of which I was promoted to the permanent company role as a junior officer from being a contract employee in a very short span of work

**HOBBIES & VOLUNTEERING EXPERIANCE**

* **Sports Activities -** Playing Cricket as an all-rounder in the team.
* **Volunteer, National Service Scheme (NSS) -** in community services, road traffic control and special awareness as NSS leader from 2000 to 2002 for 240 hrs
* **Volunteer, Blood Donate Camp** **–**Managed the entire campconductedin Nungambakkam, Chennai by Doctor Mr. Sivaraman Apollo hospital.