**SRINIVASAN 079044 20897**

*ksrinivasan1302@gmail.com*

**OBJECTIVE**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**PROFESSIONAL EXPERIENCE**

1.TYPE OF COMPANY: JEWELLERY- **DAR JEWELLERS,COIMBATORE( 2009-2012)**

SECTOR: RETAIL

DESIGNATION: SENIOR MANAGER

ROLE: GENERAL ADMINISTRATION /HR / PR/ LISION WORK

ACHEVEMENT: Responsible and created HR system in the show room. Rejuvenated customer relations excise in both the show rooms. Represented DAR jewellery in most of the meetings / workshops / seminars organised by the Coimbatore jewel owner association.

2..Type of company- JEWELLERY-**ATLAS JEWELLERY PVT LTD(2013-2017)**

SECTOR: RETAIL

DESIGNATION: SHOW ROOM MANAGER

ROLE: GENERAL ADMINISTRATION /HR / PR/ LISION WORK

ACHEVEMENTS: Taken up a Special project of our Chairman Titled” Atlas 4 you”. It is a customer orientation hub which takes care of all customers’ requirement / grievances etc. It is a common platform connecting customers with the company. In the span of just seven days, I along with my team created seven hubs and my role was in the side of Infrastructure management, HR recruitment, Industrial training and preparation of MIS.

3.**KARPAGAM JEWELLERS(2017 ONWARDS)**

Sector -Reatil.

Designation- Manager- Show room opertions

Role - show room management,General Admin/HR/PR/Training.

**-Purchase co-ordination,vendor management.**

**Place of work- Coimbatore showroom.**

**Additiona l responsibility- Helping Mumbai showroom in admin/HR/Liaison.**

4.TYPE OF COMPANY: MNC –COMPUTER MANAGEMENT SERVICES(CAMS)(2005-2009)

SECTOR: IT

DESIGNATION: MANAGER OPERATIONS

ROLE: In charge for central data processing unit which operates with 300 staff in three shifts.

ACHEVEMENTS: Brought down error rate to the irreducible minimum – less than 1%

**5..** TYPE OF COMPANY: MEDIA-INDAIN EXPRESS

SECTOR: PUBLICATION

DESIGNATION: ASSISTANT MANAGER (1991-1996)

CENTER HEAD (1996 – 2005)

ROLE: General Administration, Public relations, Circulation and Advertisement

ACHEVEMENTS: Responsible for the growth of Indian Express and Kanda Prabha in the Mangalore region which consist of Mangalore, Udpi, Manipal and Koorg. Achieved one hundred percent circulation dues continuously for fourteen months.

6. TYPE OF COMPANY: SERVICE INDUSTRY-K.G.HOSPITAL,COIMBATORE.

SECTOR: HEALTH

DESIGNATION: ACCOUNTANT

ROLE: Administration, Accountants and PR

ACHEVEMENTS: Actively involved eye for all project spears headed by KG hospital and Lions club Coimbatore. In this project every tinny village in the Coimbatore region were covered and served.

**ACADAMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **DEGREE** | **INSITUTION** | **PERCENTAGE** |
| **1984- 85** | **PGDBA** | **Institute of management AM Jain College , Chennai** | **Grade - 1** |
| **1979- 82** | **B COM** | **Government Arts College , Coimbatore** | **Grade - 2** |
| **1978-79** | **PUC** | **Government Arts College , Ooty** | **Grade - 1** |
| **1977** | **SSLC** | **Government Hi School , Ooty** | **Grade - 2** |

**PROOFESSIONAL QUALIFICATION**

* Green belt holder in lean Six Sigma awarded by Ministry of Economics Affairs, New Delhi.
* Micro soft trained hand in MS Office ( Word , Excel , Power Point )
* ***SOFTWARE:*** Photo Shop, Crystal Projects, Ms Office (Word, Excel, PowerPoint) **SOFT SKILLS**
* Trouble Shooting.
* Team Building Excise.
* Interpersonal Skills.
* Planning/ Organising and Execution.
* Leadership and Motivation Skills.
* Initiative to explore unknown segments.

**AREA OF INTEREST**

* General Administration
* HR & Training
* Liaison work with Government departments.
* Trouble shooting.
* Public Speech
* English Teaching

**SPECIAL INTERESET**

* General Administration and PR

**STRENGHT**

* Posses a strong Moral strength to stand up to any crises and study the situation and address the issue travelling along with the warring groups.
* Can stand up to any kind of arguments / Interpretation of any kind and to place my strong views without offending any one.

**PERSONAL DATE**

DOB: 13 / 02 /1962

AGE: 56

FATHER’S NAME: P V KRISHNA MOORTHY

LANGUAGES KNOWN: TAMIL, ENGLISH, AND KANNADA

PASSPORT – YES

TRAVEL & LIVING: TRAVEL ACROSS INDIA AND ABROAD

ADDRESS: 13/32 C SRI AMMAN NAGAR, NANJUNDAPURAM ROAD,

PODANUR, CBE – 24

DATE:29/9/2019

PLACE: COIMBATORE