**RESUME**

**R.SELVASIVARAMAN, B.Com., MBA**

1/76, A.Thulukkapatti, Anaiyur-Post,

Sivakasi-Taluk, Virudhungar-626124

Mobile No:9894487933

E-Mail id: [selvasivaramanraja@gmail.com](mailto:selvasivaramanr@gmail.com)

**Objective**

To achieve excellence in the field where I can utilize my management skill, thereby seeking for a challenging professional career utilizing acquired skills that enhances my professional technical knowledge.

I strongly believe that an association with your organization will provide me an opportunity to harness and sharpen my skills and contribute to the best of my abilities.

**Core Strengths**

* Dedication, Determination, Adaptability, Team spirit.
* Always ready to accept challenges with Positive Attitude.
* Innovative and hardworking.
* Very adjustable to different place and situations.
* Proactive, Confident, Target achiever.
* Good at developing and maintaining interpersonal relationship with others.

**Experience**

* Working as Admin cum Quality Control Inpector in Tamilnadu Government - Free issue writing notebook project in Sivakasi for TNPL,KARUR, Since Augest - 2011.
* Worked as Admin Executive in M.S. Pandian Auditor office in chennai between June 2007 and July 2008.

**Role of Admin Executive**

* Petty Cash management
* Vendor management
* Managing Housekeeping Staff & Supplies (Hygiene)
* Security of the premise
* Track of Movement of people & Material - people by attendance, material by gate pass & authority

**Professional Qualifications**

* **MBA** (FINANCE&MARKETING) from **Velammal College of Engineering and Technology, MADURAI - 2010** with **62.21%**
* **BCOM** from **Saraswathi Narayanan College, MADURAI -2008** with **43.83%**
* **HSC** from **A.V.M.MarimuthuNadar Higher Secondary School, Villampatti-2004** with **75.08%**
* **SSLC** from **A.V.M.MarimuthuNadar Higher Secondary School, Villampatti-2002** with **72.21%**

**Computer Skills**

M.S.OFFICE TALLY SAP

**Project**

1. Title of Project: **“A study on Srikrishna fireworks factory (p) ltd, Sivakasi”**

Aim of Project: “Studied about activities of production, finance, humanresource, marketing and so on operations in the manufacturing company”

Time of Project: April 2009 to June 2009

1. Title of Project: **“A study on export finance performance and forecasting of**

**Ashok Leyland, Guindy”**

Aim of Project: “Studied about activities of export finance department performanceandforecasting future export performance of Ashok Leyland”

Time of Project: January 2010 to March 2010

**Extra-Curricular Activities**

* Won 1st prize in “YACOMFETE’06” as a college cultural program organized by “YADAVA COLLEGE, MADURAI”
* Won 1st prize in “TALLY’06” as a college cultural program organized by “SAIVA BHANU KSHATRIYA COLLEGE, ARUPPUKOTTAI”
* “BLACK BELT” in “KOFUKAN SHITO-RYO KARATE STYLE”
* Contribution in MARTIAL ARTS camp and BLOOD DONATE camp

**Personal Details**

Name : Selvasivaraman.R

DoB : 06/06/1986

Father's Name : Raja.R [Late]

Mother's Name : Ranjitham.R [Late]

Status : Married

Siblings : 3 Elders Sister - All Married

Origin : Tamil

Nationality : Indian

Blood Group : O+ve

Permanent Address : 1/76, A.Thulukkapatti, Anaiyur – Post, Sivakasi – Taluk,

Virudhunagar - 626124

**Declaration**

I hereby, solemnly, declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: Sivakasi Yours Sincerely

Date: 23/03/2020 **(SELVASIVARAMAN.R)**