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**CAREER OBJECTIVE:**

To be associated with a progressive Organisation that gives me scope to update my knowledge and enhance my skills in accordance with the latest trends and be a part of the team that excels in working towards the growth of the Organisation.

**SUMMARY**

* Total 18 years of Experience in various domains as Team Leader, Supervisor, Admin Executive,Textiles and Customer relations.
* 5 years of experience as senior officer in Scope International.
* More than 8 years of experience in Creating Admin and Employee Profile.
* Shift allocation of employees
* QA - Checking of all the process done by processors and report error.
* Handling client queries and providing them the status of the queries rose.
* Weekly work log consolidation and Monthly Billing report.
* Training and managing the new recruits.
* Won Spot Award in Standard Chartered Bank on 4 different occasions.
* Have done process migration from Singapore team in May 2005.
* Dynamic, strategic thinker and decision-maker with strong interpersonal and communications skills.

**WORK EXPERIENCE:**

* Worked in **Aparajitha Corporate Services Pvt Ltd**, **Madurai as a Team Leader**, from Nov’16 to Nov’2020
* Worked in **Borg Energy India (P) Ltd, Madurai** as an **Administration Supervisor,**  May’15 to June’16
* Worked in **TTK Healthcare Ltd, Chennai** as an **Admin Executive,** from Feb’13 to Sep’14.
* Worked in **AAPL Infra Pvt Ltd**, **Madurai** as an **HR Executive,** from Dec’09 to Jan'13.
* Worked in **Scope International Pvt Ltd, Chennai** the BPO arm of **Standard Chartered Bank** as a **Senior** **Officer,** in **Secured Lending** from May’05 to Dec’09**.**
* Worked in **Sham Rollers, Chennai as** **Admin** **Executive,** from Jun ’01 to Apr’05.
* Worked **in Sri Kumaran's Silks Stores, Malaysia, as Supervisor from** May’00 to May ‘01.
* **Worked in Vijay Xerox Center, Chennai (Part Time), as Supervisor** from Aug’97 to Dec’99.

**EDUCATIONAL QUALIFICATION:**

* Diploma in Computer Science ((Professional in Network Centered Curriculum (PNC)), NIIT, Chennai, January 2000.
* Bachelor’s Degree in Computer Science, Dr. G. R. Damodaran College of Science and Management, Coimbatore, April 1997.
* HR.SEC - Srinivasa Vidhyalaya Mat. Hr.Sec.School, Udamalpet, April 1994.
* S.S.L.C, R.G. Mat. Hr.Sec.School, Udamalpet, APRIL 1991.

**TECHNICAL KNOWLEDGE:**

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| --- | --- |
| Languages | COBOL, C, C++ |
| Operating System | MVS/ESA, OS/390, MS DOS |
| GUI Tools | Visual Basic |
| Web Technology | ASP, HTML |
| OLTP | CICS |
| Tools and Utilities | TSO/ISPF, Expeditor, DCLGen |
| Database | DB2, VSAM MS-SQL, SYBASE & MS-Access |
| Hardware | IBM ES/9000, IBM 3090 |
| Testing | Manual Testing |
| Microsoft Windows | Excel, PowerPoint |

**PROFESSIONAL EXPERIENCE:**

**Aparajitha Corporate Services Pvt Ltd** **Madurai**, Team Leader **Nov ’16 – Nov’2020.**

**Key responsibilities:**

* Sending daily & weekly MIS reports to all the RM Client coordinators
* Sending monthly reports to all the Zonal Managers
* Conducting review meetings on a monthly basis with all the regions
* Addressing and resolving all the queries raised by the team members as well as the Zonal Manager’s, Regional Manager’s and Client Coordinators’
* Allocating daily routines to the team members
* Checking the documents that were processed by the processors
* Currently handling doing the manual testing for SAAS a software
* We do the Statutory Compliances for about more than 700 Clients’ across pan India
* Taking care of ESI and PF
* QC - Assign Statutory, Statutory Setting based on the Clients’ call

**Borg Energy India (P) Ltd, Madurai**, Administration Executive **May ’15 – July’16.**

**Key responsibilities:**

**Admin**

* Managing housekeeping staff & supplies to maintain hygiene at office
* Managing & safe handling of Infrastructure, Office materials & Employee amenities
* Managing electronic calendars, meetings, travel bookings, hotel bookings
* Ensuring security of the premises and supervising activities of the security guard's
* Regularly checking registers including inventory of office materials, stationary and assets (fixed / movable)
* Responsible for good record keeping of all official documents
* Raising requests through proper channels to help colleagues in local office to perform day to day activities
* Organizing team events
* Handling desk allocations as may be instructed by HR
* Handling effectively end to end Vendor management - Contract vendors for AC, Repair work, Travel & Ticketing, Transportation, Courier, Stationary,
* Handling Petty cash and liaison with Finance much in advance for petty cash management, escalate to HR
* Coordinating with Corner Office & Branches for all Payment, Billing & Attendance related activities
* Coordinate with IT personnel for computer problems.
* Maintain stationary & courier records.
* Taking care of Payment Receipts and getting the payments
* Handle and order stock of company letter heads, visiting cards and company profiles for conferences.
* Taking care of the ID cards for the Employees

**TTK Healthcare Ltd Chennai,** *Executive**Admin* **Feb ’13 – Sep’14.**

**Key responsibilities:**

* Preparing expense statement for all the Medical Sales Representative’s (MSR).
* Preparation of bills & fund requisition reimbursement for VP, GM etc in FOXPRO
* Release of HOLD reports of all the parties whichever is on HOLD due to some credit limit issue
* Change of credit limit based on their average sales
* Preparing the cheque and DD’s for all the Medical Sales Representative’s, Assistant Manager’s and Regional Manager’s who do not have Bank A/c’s
* Preparing input (gifts) allocation for Assistant Manager’s and MSR based on their performance and sending them to depots on 20th of every month based on the data provided by the Product managers (PMT’s).
* Calculating the incentives based on their sales

**AAPL Infra Pvt Ltd, Madurai**, HR Executive **Dec ’09 – Jan ’13.**

**Key responsibilities:**

* Staff Leave Management like Leave Calls, User Management, Leave Status Reports and Pending Leave Reports.
* Employee Profile Creation.
* Entering the Cash Receipts and Payments, Maintenance of rough Cash book.
* Computation of Salary every month and entering the same in Payroll package.
* Maintaining Staff Advances and Ledger Postings.
* Preparing and submission of Weekly funds position to the Management, all the day to day cash transaction this includes generation of cash bills.
* Taking care of all the joining formalities of the new joiners.
* Preparation of Call Letters / Appointment Orders.
* Providing feedback about the candidate’s selection and rejection with proper reasoning.
* Providing updates about the performance of the candidate recruited.
* Prepare and maintain promotion / hike papers based on the appraisal results.
* E-Mailing and conveying new initiatives and HR programs to the employees.

**Scope International - Standard Chartered Bank,** *Senior Officer,* **QA - Analyst**

**May ’05 – Dec ‘09.**

**In Scope International (Hong Kong Secured Lending):**

* Checking of Legal Documents for Loan Disbursements and preparing the discrepancy report on the Legal Documents supporting the Loan Drawdown and reporting to the country on the discrepancies in the Legal Documents.
* Reports were generated using Excel V-Lookup application
* Customer redemption process and the table was generated using
* Excel V-Lookup
* Checking Insurance policies which deal with Property Insurance and preparing letters to be sent to Customers regarding Property Insurance.
* Processing Loan maintenance which includes changing Interest rate, Repayment method, change of Repayment Account, Installments, Loan tenors etc.
* Processing customer requests for Partial Prepayments.
* Sending daily reports to the Country Processing Centre.
* Individually handling all the 25 processes of the Unit.
* Training & managing fresh recruits and making them fully conversant with the various activities of the department.

**In Scope International (Singapore Static Maintenance Team):**

* **INVESTMENT BANKING – PORTFOLIO MANAGEMENT:- QA-MIS** is providing the information to Singapore Standard Chartered Bank about the best Product sold, and the product redeemed very frequently and also the product that has been switched to very often in all the 25 branches and which branch is the outstanding Sales and as well as the Relationship Manager (RM) who is the best
* **COA** **(CHANGE OF ADDRESS)** in this process we check whether the processor has changed the address as per the customer request and if the processor has not done as per the request ask them to make the necessary changes and recheck them.
* **PHB & ITB (PHONE BANKING and INTERNET BANKING)** in this process the customer will request for a phone banking and Internet banking password. And will be issued as per the customer request.
* Preparing **Interest Statements** and Statement Generation to customer.
* **CBOS (CHEQUE BOOK ORDERING SYSTEM)** in this process we issue cheque books to customers based on their request for number of cheque books.

**Achievements at Scope International:**

* Won Spot Award for outstanding performance on four different occasions.

**Sham Rollers , Chennai,** *Executive**Admin* **Jun’ 01– Apr ‘05.**

* Entering the Cash Receipts and Payments, Maintenance of rough Cash book.
* Computation of Salary every month and entering the same in Payroll package.
* Maintaining Staff Advances and ledger positions.
* Preparing and submission of Weekly funds positions to the Management.
* All the day to day cash transactions which includes generation of cash bills.
* Taking care of activities like LC (Letter of Credit) and Hundi.
* In case of HUNDI if the payment is not received from the concerned party, extra charges will be calculated from there till the payment is received
* Get the FOREX details on daily basis and should calculate the HUNDI
* Going to the Bank , collect the cheque and deposit them in the favour of the concern Organisation or Individuals mentioned

**Sri Kumaran's Silks Stores - Klang, Malaysia May’00 to May ‘01**

Company Profile: It was found in the year 1992, they are one of the very few established Textiles stores in Malaysia. They mainly deal with Wedding Sarees, Lenghas, Chuddidhars, Men’s and kids and Readymade Garments.

**Key responsibilities:**

* Taking care of the materials received
* Maintenance of the stock of the Materials
* Entering the Cash Receipts and Payments, Maintenance of rough Cash book.
* All the day to day cash transactions which includes generation of cash bills.
* Staff Leave Management like Leave Calls, User Management, Leave Status Reports and Pending Leave Reports.
* Providing updates about the performance of the candidate recruited.
* Handling employee grievances and welfare.

**Vijay Xerox Center, Chennai (Part Time) Supervisor Aug’97 to Dec’99**

**Key responsibilities:**

* Entering the Cash Receipts and Payments, Maintenance of rough Cash book.
* Computation of Salary every month and entering the same in Payroll package.
* Maintaining Staff Advances and ledger positions.
* Preparing and submission of Weekly funds positions to the Management.
* All the day to day cash transactions which includes generation of cash bills.

**PERSONAL INFORMATION:**

Name : Manivannan. M

Gender : Male

Date of Birth : 10-09-1974

Nationality : Indian

Languages Known : English, Tamil, Telugu & Hindi.

Passport : Yes

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Natraj Nagar, Kochadai

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