

R. AKILAN**Permanent Address:**

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**OBJECTIVE**

To seek a challenging position in a progressive environment that uses my skills and provides ample opportunity for growth.

EXPERIENCE DETAILS**Total Experience: 19 Years 06 Months**

S.NO	ORGANISATION	DESIGNATION	NATURE OF WORK	PERIOD
1	Anna University Zonal Office, Zone- XVIII, Trichy.	Professional Assistant	Office Administration & Exam cell	23.10.2002 to Till Date

Period: 23.10.2002 to till date,

Roles & Responsibilities in Anna University Zonal office Zone XVIII Trichy

Post: Professional Assistant,

1. Office Administration:

1. In charge of the all the Files/ Registers at Anna University Zonal Office.
 - Letters and corresponding from COE's office and affiliated colleges
 - Transcript
 - Student registration and fee payment details.
 - Malpractice and Punishment details (Faculty and student).
 - Consumable and Non consumable stock registers.
 - Staff database of zonal office
 - Advances and settlement - Local fund audit
 - Logistics
 - Miscellaneous
 - Distance education
2. Drafting confidential letters related to examination activities.
3. Preparation of minutes of meetings for Anna University exam activities.
4. Budget Preparation for Zonal office for every semester.
5. Expertise in Maintaining, Processing and Execution of the Zonal office accounts to the tune of 10 Crore every year at Anna University Zonal Office.
6. Verification of Central Valuation Claim bills, Travel agency bills, salary bills.
7. Settlement of bills.
8. Filling of income tax for Zonal Office, Anna University (TDS/TCS)
9. Involving in local fund audit activities.
10. Preparation and Execution of Distance matrix.
11. Tender procedures and logistics management of zonal office.

2. Examinations:

1. Maintaining and Updating of Faculty Database.
2. Appointing the External Examiners and squad members for the University Practical Examinations.
3. Appointing the Anna University Representatives and Squad members for the smooth conduct of theory examinations.
4. Providing vehicle to squad member's visit, zonal officer and coordinator visit.
5. Making arrangement for the distribution of stationeries to the colleges towards examinations.
6. Maintaining the examination related stationery stock register and preparing the report.
7. Making arrangement for the distribution of stationeries to the colleges towards examinations.
8. Assigning faculty member for central valuation and revaluation by their expertise.
9. Assisting Zonal coordinator and officer in Conduction of Central Valuation board meetings.
10. Preparation of pre-valuation board minutes.
11. During Central Valuation, accompany with the camp officer towards distribution of answer scripts and receipt of answer scripts.
12. Monitoring the Online mark entry portal and verifying the mark sheets.
13. Tallying the answer scripts with the present and valued status of answer scripts.
14. Having handful of experience in coordinating around 20 staff members for data entry, dummy numbering work and all confidential activities.
15. Arrangement of the Revaluation work by extracting data, reports from the prescribed software as per the list provided by the office of the Controller of Examinations, Anna University Chennai.
16. Making statistics on MS EXCEL for result and ranking oriented activities using pivot table and charts.
17. Organizing the malpractice committee meeting and making minutes.
18. Transcript and Genuineness verification.

FIELD OF INTEREST

- Administrative & Academic Work (COE Office)

ACHIEVEMENTS

- Certificate Course in Computer Application & Programming in NIT Tiruchirappalli.

TECHNICAL PROFICIENCIES

Skills : MS Office, MIS, Administrative, Documentation Analyst.

Operating Systems : windows 7, 8, 10 & XP.

EDUCATION DETAILS

S.NO	DEGREE	BRANCH	COLLEGE	BOARD / UNIVERS ITY	YEAR	%
1	MBA	Marketing Management	Alagappa University, Karaikudi	Alagappa University, Karaikudi	May 2012	52
2	BBA	Business Administration	Alagappa University, Karaikudi	Alagappa University, Karaikudi	September 2006	50
3	Craftsmanship Diploma	House keeping	SIHMCT Thuvakudi, Trichy-620 015.	DTE Chennai.	April 2002	50.3
4	S.S.L.C	---	National College Hr. Sec .School, Trichy-02.	STATE BOARD	April 2000	46.4

PERSONAL DETAILS

Father Name : Mr.V.Rajarethinam.
Sex : Male.
Date of Birth : 12-06-1985
Nationality : Indian.
Marital Status : Married.
Languages Known :Tamil and English.

References :

1. Dr. N. Senthilkumar, Professor, Department of Management Studies, Anna University, Sartharpatel Road, Guindy, Chennai - 600 025, TN Mail id: sen_nsk76@annauniv.edu Contact No : 9840257515	2.Dr. M. Premalatha, Professor and Head Department of Energy and Environment, National Institute of Technology, Tiruchirappalli - 620 015, TN Mail id: latha@nitt.edu Contact No : 98946 00407
3. Dr. M. Duraiselvam Dean (Planning and Development) Professor, Department of Production Engineering, National Institute of Technology, Tiruchirappalli- 620 015, TN Ph: +91-431-2503509, 99943 73486 Fax: +91-431-2500133 Email: durai@nitt.edu	4.Dr. S. Shanmugam, Professor (HAG), Department of Mechanical Engineering, Farmer Dean (Academic), National Institute of Technology, Tiruchirappalli - 620 015, TN Mail id: shunt@nitt.edu Contact No : 94433 99344

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge.

(AKILAN.R)

Date:
Place: