# N.CHANDRA KUMAR PHOTO.jpg

# N.CHANDRA KUMAR B.A.

**Taniamangalam VILL , Melur TK,**

**Madurai DIST , Tamil Nadu -625106.  
Contact No :- 9698803650/ 9751118816**

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**CAREER PROFILE**

I am looking to build a carrier with a reputed organization, which will give me an opportunity to learn, grow and at the same time utilize my core competencies to achieve organizational goals.

**DUTIES AND ACCOMPLISHMENTS**

* Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
* Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
* Operate desktop computer to compose and edit correspondence and memoranda from dictation, verbal direction and from knowledge of policies of established departments/divisions; prepare, transcribe, compose, type, edit and distribute agendas and minutes of numerous meetings.
* Schedule and coordinate interviews, appointments, events and other similar activities for supervisors, which also includes and travel arrangements.

**EDUCATIONAL QUALIFICATION**

* Bachelor's degree of English Literature from Jawaharlal Nehru Rajkiya Mahavidayalai , Pondicherry University, Port Blair , S.Andaman in the year 2002.
* Higher Secondary Completed from Govt Senior Secondary School Bathu Basthi, Port Blair, S.Andaman in the year 1999.
* Senior Secondary Completed from Govt Secondary School . Dairy Farm, Port Blair, S.Andaman in the year 1997.

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**OTHER QUALIFICATION**

* Diploma in Computer Application from SSi Computer Education, Port Blair, Andaman & Nicobar Island in the year 2003.
* Certified Tally Genesis Accountant-Foundation Course with **“B”** grade at SIS Computer Education , Port Blair , Andaman & Nicobar Island in the year 2006.
* Certified English Typewriting course from Geetha Institute of Commerce, Port Blair, Andaman & Nicobar Island in the year 1996.

**WORK EXPERIENCE**

**Organization : Amman Consultants, Melur TK, Madurai Dist.**  
**Duration: 2014, to Still  
Designation: Recruitment Manager.**

* Response to all companies to Incoming and Outgoing Mail for Support there Recruitment quarries.
* Make Arrangement and Response on Client Interview on our Consultants Office.
* Verification of Candidates Passport and Other Document regularly .
* Handled all office documents and Computer Accessories properly. Troubleshooting computer Hardware and software related issues.
* As a Responsible give a work pressure on office staff .
* Arrangement of Flight Ticket and Train Ticket for Candidates travel.
* Understanding the Recruitment of the client in terms of the position and the job description.
* Releasing advertisement in the newspapers and there formalities.
* Searching suitable candidates for clients through various sources such as job portals, head hunting, LinkedIn , references and databank, job posting, mass mailing, based upon the required skill sets.
* Interaction & smooth coordination between client & candidates at the time of offer stage
* Receiving the Client's representatives on their arrival at airport
* Arranging Trade Test Centers for testing of job categories for Interviews.
* Overseeing dispatch of CVs, completion of medical formalities, emigration clearance and   embarkation of candidates as properly and company vise.

**Organization : RDS Project LTD, Chennai & Port Blair, Tamil Nadu.**  
**Duration: 2011, to 2013  
Designation: Computer Operator cum Admin Assistant.**

* Assigned the tasks of processing incoming documents on a daily basis
* Performed the responsibilities of sorting mails and scanning letters of reference and validity of transcripts
* Troubleshooting computer Hardware and software related issues.
* Requirement Status on Office level.
* Making Indene for Store Materials.
* Manages Outlook calendars for appointments, meetings, events and business travel.
* To follow-up with head office for various payments.
* Preparing the Staff Attendance Sheets, Muster roll, Updating and maintaining leave records, employs records.
* Maintaining the Stationary items, office equipments, Computers, Printers, Fax, etc.
* Daily Take stock Materials and Purchasing order enter Ms Excel.
* Handling Electricity Bills, Water Bills, Telephone Bills, Courier distribution, etc.
* Performed daily closing procedures in accordance to site specific closing checklist.
* To sent Daily Processes Report to Project Manager.
* Established and maintains electronic records management system for all incoming and outgoing correspondence.
* Organize, sort and assign mail distribution for all the employees.

**Organization: Mano Travels, Port Blair & Raniammal Agency/ Cell world, Port Blair.**   
**Duration: 2006 to 2011   
Designation: Travel agent & Document Maintainer**

* Handles calls and promptly forwards them to appropriate person among 5 employees
* Organize, sort and assign mail distribution for all the employees
* Handled flight ticking & tour operates
* Assessed the accuracy, completeness and appropriateness of Purchase Proposals submitted for processing
* Provided service to both external and internal customers
* Performed data entry of inventory, owner, finance and deposit info, as per the purchase proposal and business rules, to produce a suitable document for signature(s)
* Monitored Ticket efficiencies control to tour operators and document maintence.

**Computer Awareness**

* Good Knowledge of MS office (MS word, MS Excel, MS PowerPoint and outlook).
* Installing and configuring the peripherals, components and drivers.
* Installing software and application to user standards.
* Troubleshooting of personal computers.
* Usage of Internet Applications like Team Viewer.

**STRENGTHS**

* Good Learner
* Result Oriented
* Easy Adaptability
* Dedicated Team Worker
* Regularity & Punctuality
* Positive Attitude
* Responsible for all office administrator related tasks.
* Efficient in managing all executive works alone.
* Well communication, elegant and a soft spoken.
* Interdepartmental Coordination.
* Able do a decision on work.
* Pleasing personality for perfect reason.

**LINGUISTIC ABILITIES**

**Tamil** READ , WRITE & SPEAK

**English**  READ , WRITE & SPEAK

**Hindi**  READ , WRITE & SPEAK

**HOBBIES**

Browsing, Travelling, Editing songs , listening Music and watching TV.

**PERSONAL DETAILS**

**Date of Birth** October 11, 1979

**Father’s Name** lateMr.T.Nagendran

**Sex** Male

**Marital Status** Married

**Passport** M6981568 ( Valid upto 2025)

**Contact No** 9698803560 / 9751118816

**DECLARATION**

I hereby declare that all the above particulars furnished by me are true and correct to the best of my knowledge and belief.



**(N.Chandra Kumar)**