**RESUME**

**S.RAGURAMAN,**

**Scanya Paradise B-2,1st floor**

**Kamatchinagar 5th street Anakaputhur**

**Chennai-600070**

***E-Mail:***

[**ragus1982@rediffmail.com**](mailto:ragus1982@rediffmail.com)

**: 9843027649**

***Personal profile:***

*Date of Birth* : 12 Dec 1982 *Gender* : Male *Nationality* : Indian *Fathers name* : Mr.S.SwaminathaKannan *Marital Status :* Married

***Linguistic:***

*Spoken* : *Tamil & English*

*Write* : *English & Tamil*

***Interests and Hobbies:***

*Reading News Paper, magazine,*

*Playing Cricket*

**Objective**

To serve the organization with constant spirit, motivation, while also taking up interesting and innovative tasks that places my career in the path of growth in the organization.

**Summary**

I am a Bsc candidate to work in technically challenging projects and to gain expertise knowledge in the relevant areas.

**Academic Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Name Of Institution** | **Year Of Passing** | **Percentage/OGPA** |
| Bsc.,(CS) | Annamalai University,  Chidambaram. | 2007 | 61.32 |
| DCT | Muthaiah Polytechnic,  Annamalai University, Chidambaram. | 2002 | 66 |
| SSLC | P.R.G.Hr.Sec.School, Kattumannarkoil. | 1998 | 84 |

**Technical Profile**

* *Operating Systems* **: Windows 95/98/ME/XP,MSDOS**
* *Application Packages* **: VB, MS-Office.**
* *Programming Language* **: C,C++.**
* *Databases* **: MS-SQL Server 2000, MS-Access.**

# Additional Qualification

* *Type Writing* **: Higher**

# Assets

## Positive Attitude and Quick Learner.

* + Friendly move with others and Ability to work in Team.
  + Self-confident person and hard worker.

### Experience

* Company Name : **VELAMMAL VIDYALAYA, MANGADU (Group of Velammal Educational Trust)**
* Destination : **Admin Officer**
* Duration : (Feb 2016 Upto Till date)
* Description : Vendor Management,Facility Management,Transport Management,Security management, House Keeping Maintenance, To Manage Housekeeping Material& Stationeries,

Bills Verification, Payment Follow-up, Petty cash Maintenance, Event Arrangement, Asset Maintenance, AMC Maintenance, Identify new vendor, Store Maintenance, Staff Attendance & Leave Maintenance, Staff Salary Process and Record maintenance.

* Company Name : **DRBATRAS POSITIVE HEALTH CLINIC (P) LTD**
* Destination : **Patient Care Manager Cum Admin Officer**
* Duration : (Nov 2009 Upto Feb 2016)
* Description : Vendor Management, Facility Management, Travel Management, House Keeping Maintenance, To Manage Housekeeping Material & Stationary, Bills Verification, Staff Leave maintenance,

Petty cash Maintenance, Handle Patient Queries, Take care of Clinic Business.

* Company Name : **ICICI BANK (P) LTD** (Iprocess India Pvt Ltd.)
* Destination : **Phone Banking Officer**
* Duration : **20 Months** ( Mar 2008 Upto Nov 2009)
* Description : Domestic Voice Process (Sales) for Credit card EMI Conversion.
* Company Name : **CAMS Investor Service Center**, Anna Salai, Chennai.
* Destination : **Data Processing** – Mutual Funds
* Duration : **8 Months** ( July 2007 Upto Mar 2008)
* Description : Mutual Fund Data Entry and verification.

### Declaration

I hereby declare that the above information furnished by me are true and correct with the Best of my Knowledge.

**Place: CHENNAI.** Yours Sincerely**,**

### Date: (RAGURAMAN.S)