***CURRICULAM VITAE***

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| C:\Users\print\Desktop\M.Gurunath\01.jpg Personal Information Name : **M.GURUNATH**  Nationality : **INDIAN**  Father’s Name : **MUNIVARADHAN**  Date of Birth : **12/08/1984**  Marital Status : **Married**  Educational Status  **Graduate**  **Diploma** Work Experience6 Years Experience in Administration Field.Work DesireBeing a Professional to follow and implement the Professionalism at work place and seeking more challenging & responsible positionAddress for Communication 15/5,1ST STREET,B.V.NAGAR  PALAVANTHANGAL  CHENNAI-600114  **E-mail:**  Gurunathm\_84@yahoo.com  **Mobile:**  **9789937408** | ***Work Knowledge and Experience***  ***Since May 2009 to July 2010, As ‘Admin Assistant’ in ‘Paramount Airways” at Chennai Airport .***  ***From July 2010 to April 2016 as Admin Executive in AirAsia.com***  ***From May 2016 to till date as Administrative Officer in Velammal Education Trust.*** |

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| **JOB PROFILES**   * Responsibility for the Event coordination * House Keeping maintenance. * Quotation from Different Vendors for requirements. * Fulfilling the Academic requirements. * Fullfilling the Teachers/Faculty Requirements. * Vendors Bill Submission. * Vendor Payments * Annual Budget Preparation . * Daily Reports to Heads. * Making monthly Duty roster and management of leave records * All Registers Maintaining . * Asset Codes and asset stock maintaining.   **COMPUTER SKILL**     * MS OFFICE * MS DOS, * EXCEL |
| **Educational Qualification:**  2009-20012 : BCA    2000-2003 : D.E.E.E ,DOTE  2000 : SSLC (10th STD) CBSE ,KENDRIYA VIDHYALAYA,DGQA  **Personal Specification:**    Bharat Scouts and Guides:  Achieved Rajyapuraskar award      **Languages:**  Hindi  English  Telugu  Marathy  Tamil  **DECLARATION**  I hereby declare that the details furnished above are true to the best of my  knowledge.    Place: Chennai – India  Date: 00-00-0000    Signature  **(M.Gurunath*)*** |
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