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Periya othavanthan kudi,
P.P Nallur (PO),Sirkali (TK),
Mayiladuthurai, India, IN,
609104

AGASTIN S

IR ASSISTANT

SUMMARY

To secure a challenging position where I can effectively contribute my skills as a Administrative Professional, possessing competent Technical Skills.

PROFESSIONAL EXPERIENCE

INDUSTRIAL RELATIONAL ASSISTANT

Jan '22 – Aug '22

LARSEN & TUBRO PVT LTD .,

Chennai

I have been working as a INDUSTRIAL RELATIONAL MANAGER ASSISTANT in CHENNAI METRO RAIL LIMITED PROJECT from the period of Jan-2022 to Aug-2022.

INDUSTRIAL RELATIONAL ASSISTANT

Jan '17 – Jan '21

LARSEN & TUBRO PVT LTD .,

Kudankulam (NPCIL)

I had been working as a INDUSTRIAL RELATIONAL MANAGER ASSISTANT in KUDANKULAM NUCLEAR POWER PROJECT from the period of 2017-2021.

ADMINISTRATIVE ASSISTANT

Jan '12 – Dec '13

TECHNO SOFT BPO SOLUTIONS PVT LTD.,

Chennai

I had been working as a ADMIN ASSISTANT from the period of 2012-2013.

EDUCATION

MCA

May '16

Bharath University Deemed Engineering College, Selayiur

Chennai

Passed out with first class during May 2016 securing 80% of marks.

Bsc(CS)

Jun '12

A.V.C Arts& Science College, Mayiladuthurai, Affiliated to Bharathidasan University

Mayiladuthurai

Passed out with first class during June 2012 securing 70% of marks.

Diploma In Computer Application

Sirkali

CSC Computer Education

I had been completed Diploma in Computer Application in Computer Software college.

HSC

Mar '08

Government Nandanar Boys Higher Secondary School, Chidambaram,Cuddalore (D.T)

Cuddalore

Passed out during march 2008 securing 56% of marks.

SSLC

Mar '06

Vivekananda Matriculation Higher Secondary School, Sirkali, Nagapattinam (D.T)

Nagapattinam

Passed out during march 2006 securing 55% of marks.

KEY SKILLS

Programming

C

C++

Java

HTML

Database

SQL Server 2005

Operating System

Windows7 Ultimate

EXCEL

Ms-office

ROLES AND RESPONSIBILITIES

1. Provides administrative support to the site Industrial Relations team, provides information and assistance in response to a wide variety of inquiries related to all aspects of IR from clients and departmental staff.
2. To do screening for intaking labors and maintaining their records in system and manual file and taking report in site every day of twice and monitoring the labor in camp and fulfill their requirements.
3. Provides timely, accurate and thorough information and services in response to internal and external requests. Provides detailed explanations on the processes and procedures applicable to the work of the function.
4. Prepares and maintains records for all aspects of IR in accordance with corporate guidelines.
5. Supports IR staff with projects to develop and implement methods and procedures to increase efficiency and address work requirements.

ACADEMIC PROJECT

Project name : cloud computing and debugging

Language : java

Software requirements

SQL server, windows 7

Linguistic: English, Tamil

PERSONAL DETAILS

Name : S. Agastin

Sex : Male

Date of birth : 31/05/1989

Father's name : Selvaraj.c

Mother's name : Arockiya mary.

Married Status: Married

Hobbies : Reading books, surfing on the internet and
Listening to music.

Declaration

I hereby declare that the above furnished information are true to the best of my knowledge and belief.

Date :

Your's sincerely

(AGASTIN S)