**A.PALANI**

****

Ganeshvarma123@gmail.com,

# 7548883232,

**Objective:**

To win a career by utilizing and enhancing my skills and knowledge,To contribute towards realizing organization’s vision and become its integral part.

**Academic Qualification:**

* **Bachelor of Science (Computer Science)in the Year 2008-2011,**

A.V.S.College of Arts & Science,

PeriyarUniversity,Salem,

Aggregate : ***68.3%***

* **H S C in the Year 2008,**

Siva govt.boys school,

Dharmapuri.

##### Aggregate: 60.5%

* **S S L C in the Year 2006,**

Siva govt.boys school,

Dharmapuri.

Aggregate: **65.4%**

## Professional Qualification:

* PC hardware installation, assembling .
* Installing Os like windows xp/windows7&8 2000server,2003server & 2008 server.
* Solving desktop problems related issues such as motherboard, monitor keyboard, mouse etc.,
* Installing antivirus applications and upgrading for patches..
* Solving network related problems.
* Assigning LAN configuration, printer sharing and other devices on network
* ms office (excel ,word pad…etc)
* type writing (English)

**Knowledge In field:**

* + Aissvaryam Builder & Co..,(Admin Assistant ) (August -2012 to November-2015)

**Responsibilities :**

♦Establish standards and procedures

♦Organize office operations and procedures

♦Supervise office staff

♦ Monitor and record long distance phone calls

♦Prepare time sheets

♦ Control correspondences

♦Review and approve supply requisitions

♦Liaise with other agencies, organizations and groups

♦Update organizational memberships

♦Maintain office equipment.

* + AdminExecutive in Megha Engineering & Infrastructure Private Limited(August-2016- to March 2018)

**Responsibilities :**

* Staffs Attendance Maintenance

♦Security Management ( Handling security Agencies)

♦ VIP Guest House maintaining.

♦Staffs accommodation Allocation

♦Canteen maintenance for 150 Staffs

♦Welfare activities for 1000 labours

* + - * 70 Operators Food & accommodation arrangement ( Like JCB Operators , TMC, Crane, Welders, Riggers , NMR Staffs..etc...,)
      * Taking Care of Local Bodies Issues.
      * Vehicle Trips & Taking care of Drivers Duties

♦ Meeting Arrangements , Office stationary Stock Maintenance.

♦Facility management

♦Vender management

* + HR & Admin Sr. Executive in SPL Infrastructure Private Limited(April-2018-Auguest-2019) NH16 project at AP – NHAI .110 KM Project , Value Rs.530 Croce
* Staffs Recruitment
* Staffs Attendance Maintenance
* Participate in Planning and Development
* Provide Employees With Career Assistance

## ♦ Find and Recruit Employees That Advance Company Objectives

* Answering employee questions
* Processing incoming mail
* Creating and distributing documents
* Providing customer service to organization employees
* Serving as a point of contact with benefit vendors/administrators
* Maintaining computer system by updating and entering data
* Setting appointments and arranging meetings
* Maintaining calendars of HR management team
* Compiling reports and spreadsheets and preparing spreadsheets
  + HR & Admin Sr. Executive in Mohan Mutha Exports Private Limited(August-2019-Till Date) NH-4 project at Andaman &Nicobars Inlands AP – NHIDCL .26 KM.
* Daily Attendance maintaining of site Staffs and Labours.
* Liaison and maintain cordial relation with local authority Like Collector Office , PWD, Port , Electricity Board , Water Supply, Police , Hospital, Clinics, BSNL Office , RTO Office , and any other competent authority as may be required .
* Timely availability of transport facility,
* Accommodation arrangement for staffs
* Staffs & Labours welfare arrangements
* Labour office related Licenses and A B C D register maintenance
* Staffs Recruitment and Negotiation
* Travel desk arrangement
* Vehicle Registration and permit process
* MNR Labour’s attendance & OT sheet preparations
* Answering employee questions
* Supporting to top managements

**Personal Skills**

# Be honest and trustworthy

# Be respectful

# Possess cultural awareness and sensitivity

# Be flexible

# Demonstrate sound work ethics

**Personal Profile:**

# Name :A.Palani.

# Father’s Name : Mr.Arumugam.v

* Gender : Male
* Date of birth : 05.06.1991
* Nationality : Indian
* Martial Status : Single
* Linguistic Ability
  + Speak : English, Hindi, Telugu, Tamil
  + Read& Write : English, Tamil.
* Hobbies : Surfing internet,

Mobile browsing,

Watching Movies, Playing chess.

* Permanent Address : 116,police colony, Papparapatti,

Dharmapuri 636809.

Tamilnadu,

India.

**Declaration:**

I do hereby declare that all the information provided above is true to the best of my Knowledge.

PLACE: Dharmapuri .TN (**A.PALANI)**