SANJEEVAN ARUMUGAM

DOB: 16th September 1989
Gender/Status: Male /Unmarried
Nationality: Srilankan
Mobile: +974-33977270
E-Mail: sanjeevan@computerstationco.net
Languages: English, Tamil, Sinhala

SUMMARY OF EXPERTISE

- Senior Executive-Level Administrative Support
- Sales & Executive Communication Meetings
- Proficient Computer & Technical skills
- Strong Verbal & Written Communication Skills
- Special Projects & Assignments
- Operations and Human Resources Support
- Speedy Typing skills

EXPERIENCE WITH COMPUTER STATION (CSC)

- **Title**: HR Administrator
- **Country**: Qatar
- **Duration**: May 2013 to till date
- **Responsibilities and Achievements**:
    - Preparing Project Submittals (Documentation)
    - Collecting CV's for new candidates & make interviews
    - Following ISO Certification (MR-Management Representative for ISO Certification)
    - Preparing official letters (Warning, Request letters)
    - Arranging Manpower for site
    - Preparing LPO, Quotation, Delivery note

PREVIOUS EXPERIENCE

Legacy Health Pvt Ltd.
- **Title**: Medical Billing Executive
- **Country**: Srilanka
- **Duration**: August 2012 to April 2013
- **Responsibilities and Achievements**:
    - Medical Insurance data entry

- Medical Insurance payment entry

Innodata Isogen Pvt Ltd.
- ➢ **Title**: Production Associate
- ➢ **Country**: Srilanka
- ➢ **Duration**: March 2009 to May 2012
- ➢ **Responsibilities and Achievements**:
    - Concepts of digital data conversion
    - Introduction to digital data conversion project specification
    - Content conversion
    - Concepts of quality in digital data conversion
    - Hands on experience in several Mark-Up Languages such as HTML & HML.

EDUCATION

- ➢ Spoken English Course *at Royal Institute in 2011.*
- ➢ MS Office Application *at Asian Computer Systems in 2005.*
    Subjects:
    - Microsoft Word
    - Microsoft Excel
    - Microsoft PowerPoint
    - Microsoft Access
    - Internet & e-mail
- ➢ G.C.E. Advanced Level - *Passed in 2008*
- ➢ G.C.E. Ordinary Level - *Passed in 2005*