

R E S U M E

SUNDARESAN KANGAYAM VENKAT

241/14, RASTHA PETH, PUNE 411 011

MAHARASHTRA, INDIA

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OBJECTIVES:

A highly motivated, goal-oriented business professional is seeking a position that will fully utilize my experience. Skilled in Computers, Office Administration, Management, Secretarial, Communications and Human Relations. Desires a position that will provide a challenging opportunity to significantly contribute to the development, support and expansion of an organization.

CAREER PROFILE:

- Proven administrative secretarial and general office experience.
- Strong background in all aspects of customer service and support.
- Knowledge of computers, Microsoft word, page maker, Electronic typewriting etc.
- Outstanding typing skills (80 w.p.m.) proficient in use of office equipment.
- Efficient and good natured, excellent reputation with all former employers.
- Initiated correspondence as well as transcribed from dictation of German, French, Italian, Spanish and Dutch languages.

SKILLS AND ABILITIES:

- Provided administrative and secretarial support in various office environments.
- Responsible for the organization and efficient processing of bulk mailings to customers.
- Utilized efficient entered and retrieved data using both PC's and mainframe computers.
- Gained exposure to all aspects of sales, marketing and promotion of public relation activities.
- Maintained accurate, up-to-date comprehensive and confidential files and records.
- Coordinated and managed multiple priorities and projects on a timely basis.
- Answered busy telephones, directed and routed calls, and scheduled appointments.
- Interfaced with customers by phone to up-to-date on status of deliveries/pick-ups. Tracked down necessary information to ensure timely service.
- Supervised 10 staff personnel and evaluated their performance. Provided employee training, guidance and counseling.

WORK HISTORY:

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12 th May 2012 to 25 th April 2019	: Worked as Assistant Operation Manager for Technoclean India Pvt. Ltd., in Pune and Mumbai. Façade cleaning clients from Pune, Chennai, Bangalore, Hyderabad and Thiruvanthapuram.
1 st January 2010 to 31 st May 2011	: Siddhivinayak Builders, Pune as Marketing Executive
21 st August 2008 to 28 th December 2010	: Worked as Secretary in Emirates Trading Agency (ETA) In Dubai
28 th May 2007 to 28 th July 2007	: Samsung Petrochemical in Saudi Arabia as Steel Structure Supervisor in Jubail Industrial City.
1 st March 2004 to 15 th May 2007	: Aktuell Translaton & Interpretation Services, Pune Dictation Typist with 80 w.p.m. from various languages Such as German, Spanish, Dutch, Italian and French Into English.
1 st December 1998 to 28 th February 2004	: Indian Express Newspapers Limited, Pune leading Newspaper in India as a Collection Executive of Advertisements and payments from State and Central Government offices.
1 st May 1984 to 31 st November 1998	: Maharashtra Herald leading newspaper in Pune. Composing of various advertisements in Pagemaker And taking of care of head of department of nearly 12 Employees and taking departments too!
5 th June 1978 to 31 st April 1984	: Tata Finely Limited, Bangalore in a tea packing Company as Machine Operator.

PERSONAL DETAILS:

Date of Birth	: 08-04-1962
Marital Status	: Married
Passport No	: P0576339
Languages Known	: English, Hindi, Marathi, Tamil, Telugu, Kannada and Malayalam
Hobbies	: Played many inter press cricket matches in and around Pune

Date: 8th April 2018**(K.V. Sundaresan)****Place: PUNE**