



**N.CHANDRA KUMAR B.A.**  
**Tanamangalam VILL , Melur TK,**  
**Madurai DIST , Tamil Nadu -625106.**  
**Contact No :- 9698803650/ 9751118816**  
**Email:**

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#### **CAREER PROFILE**

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I am looking to build a carrier with a reputed organization, which will give me an opportunity to learn, grow and at the same time utilize my core competencies to achieve organizational goals.

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#### **DUTIES AND ACCOMPLISHMENTS**

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- ❖ Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
- ❖ Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
- ❖ Operate desktop computer to compose and edit correspondence and memoranda from dictation, verbal direction and from knowledge of policies of established departments/divisions; prepare, transcribe, compose, type, edit and distribute agendas and minutes of numerous meetings.
- ❖ Schedule and coordinate interviews, appointments, events and other similar activities for supervisors, which also includes and travel arrangements.

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#### **EDUCATIONAL QUALIFICATION**

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- ❖ Bachelor's degree of English Literature from Jawaharlal Nehru Rajkiya Mahavidyalai , Pondicherry University, Port Blair , S.Andaman in the year 2002.
- ❖ Higher Secondary Completed from Govt Senior Secondary School Bathu Basthi, Port Blair, S.Andaman in the year 1999.
- ❖ Senior Secondary Completed from Govt Secondary School . Dairy Farm, Port Blair, S.Andaman in the year 1997.

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#### **OTHER QUALIFICATION**

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- ❖ Diploma in Computer Application from SSI Computer Education, Port Blair, Andaman & Nicobar Island in the year 2003.
- ❖ Certified Tally Genesis Accountant-Foundation Course with “B” grade at SIS Computer Education , Port Blair , Andaman & Nicobar Island in the year 2006.
- ❖ Certified English Typewriting course from Geetha Institute of Commerce, Port Blair, Andaman & Nicobar Island in the year 1996.

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## WORK EXPERIENCE

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**Organization : Amman Consultants, Melur TK, Madurai Dist.**

**Duration: 2014, to Still**

**Designation: Recruitment Manager.**

- ❖ Response to all companies to Incoming and Outgoing Mail for Support there Recruitment quarries.
- ❖ Make Arrangement and Response on Client Interview on our Consultants Office.
- ❖ Verification of Candidates Passport and Other Document regularly .
- ❖ Handled all office documents and Computer Accessories properly. Troubleshooting computer Hardware and software related issues.
- ❖ As a Responsible give a work pressure on office staff .
- ❖ Arrangement of Flight Ticket and Train Ticket for Candidates travel.
- ❖ Understanding the Recruitment of the client in terms of the position and the job description.
- ❖ Releasing advertisement in the newspapers and there formalities.
- ❖ Searching suitable candidates for clients through various sources such as job portals, head hunting, LinkedIn , references and databank, job posting, mass mailing, based upon the required skill sets.
- ❖ Interaction & smooth coordination between client & candidates at the time of offer stage
- ❖ Receiving the Client's representatives on their arrival at airport
- ❖ Arranging Trade Test Centers for testing of job categories for Interviews.
- ❖ Overseeing dispatch of CVs, completion of medical formalities, emigration clearance and embarkation of candidates as properly and company vise.

**Organization : RDS Project LTD, Chennai & Port Blair, Tamil Nadu.**

**Duration: 2011, to 2013**

**Designation: Computer Operator cum Admin Assistant.**

- ❖ Assigned the tasks of processing incoming documents on a daily basis
- ❖ Performed the responsibilities of sorting mails and scanning letters of reference and validity of transcripts
- ❖ Troubleshooting computer Hardware and software related issues.
- ❖ Requirement Status on Office level.
- ❖ Making Indene for Store Materials.
- ❖ Manages Outlook calendars for appointments, meetings, events and business travel.
- ❖ To follow-up with head office for various payments.
- ❖ Preparing the Staff Attendance Sheets, Muster roll, Updating and maintaining leave records, employs records.
- ❖ Maintaining the Stationary items, office equipments, Computers, Printers, Fax, etc.
- ❖ Daily Take stock Materials and Purchasing order enter Ms Excel.
- ❖ Handling Electricity Bills, Water Bills, Telephone Bills, Courier distribution, etc.
- ❖ Performed daily closing procedures in accordance to site specific closing checklist.
- ❖ To sent Daily Processes Report to Project Manager.
- ❖ Established and maintains electronic records management system for all incoming and outgoing correspondence.
- ❖ Organize, sort and assign mail distribution for all the employees.

**Organization: Mano Travels, Port Blair & Raniammal Agency/ Cell world, Port Blair.**

**Duration: 2006 to 2011**

**Designation: Travel agent & Document Maintainer**

- ❖ Handles calls and promptly forwards them to appropriate person among 5 employees
- ❖ Organize, sort and assign mail distribution for all the employees
- ❖ Handled flight ticking & tour operates
- ❖ Assessed the accuracy, completeness and appropriateness of Purchase Proposals submitted for processing
- ❖ Provided service to both external and internal customers
- ❖ Performed data entry of inventory, owner, finance and deposit info, as per the purchase proposal and business rules, to produce a suitable document for signature(s)
- ❖ Monitored Ticket efficiencies control to tour operators and document maintenance.

### **Computer Awareness**

- ❖ Good Knowledge of MS office (MS word, MS Excel, MS PowerPoint and outlook).
- ❖ Installing and configuring the peripherals, components and drivers.
- ❖ Installing software and application to user standards.
- ❖ Troubleshooting of personal computers.
- ❖ Usage of Internet Applications like Team Viewer.

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### **STRENGTHS**

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- ❖ Good Learner
- ❖ Result Oriented
- ❖ Easy Adaptability
- ❖ Dedicated Team Worker
- ❖ Regularity & Punctuality
- ❖ Positive Attitude
- ❖ Responsible for all office administrator related tasks.
- ❖ Efficient in managing all executive works alone.
- ❖ Well communication, elegant and a soft spoken.
- ❖ Interdepartmental Coordination.
- ❖ Able to do a decision on work.
- ❖ Pleasing personality for perfect reason.

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### **LINGUISTIC ABILITIES**

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<b>Tamil</b>	READ , WRITE & SPEAK
<b>English</b>	READ , WRITE & SPEAK
<b>Hindi</b>	READ , WRITE & SPEAK

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### **HOBBIES**

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Browsing, Travelling, Editing songs , listening Music and watching TV.

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**PERSONAL DETAILS**

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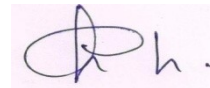
**Date of Birth**            October 11, 1979  
**Father's Name**        late Mr.T.Nagendran  
**Sex**                        Male  
**Marital Status**        Married  
**Passport**                M6981568 ( Valid upto 2025)  
**Contact No**            9698803560 / 9751118816

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**DECLARATION**

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I hereby declare that all the above particulars furnished by me are true and correct to the best of my knowledge and belief.



**(N.Chandra Kumar)**