

CURRICULAM VITAE

Work Knowledge and Experience

***Since May 2009 to July 2010, As
'Admin Assistant' in 'Paramount
Airways" at Chennai Airport .***

***From July 2010 to April 2016 as
Admin Executive in AirAsia.com***

***From May 2016 to till date as
Administrative Officer in Velammal
Education Trust.***



Personal Information

Name : **M.GURUNATH**
Nationality : **INDIAN**
Father's Name : **MUNIVARADHAN**
Date of Birth : **12/08/1984**
Marital Status : **Married**

Educational Status

**Graduate
Diploma**

Work Experience

**Years Experience in Administration 6
.Field**

Work Desire

**Being a Professional to follow and
implement the Professionalism at work
place and seeking more challenging &
responsible position**

Address for Communication

**15/5,1ST STREET,B.V.NAGAR
PALAVANTHANGAL
CHENNAI-600114**

E-mail:

Gurunathm_84@yahoo.com

Mobile:

9789937408

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JOB PROFILES

- Responsibility for the Event coordination
- House Keeping maintenance.
- Quotation from Different Vendors for requirements.
- Fulfilling the Academic requirements.
- Fullfilling the Teachers/Faculty Requirements.
- Vendors Bill Submission.
- Vendor Payments
- Annual Budget Preparation .
- Daily Reports to Heads.
- Making monthly Duty roster and management of leave records
- All Registers Maintaining .
- Asset Codes and asset stock maintaining.

COMPUTER SKILL

- MS OFFICE

- MS DOS,
- EXCEL

Educational Qualification:

2009-20012 : BCA

2000-2003 : D.E.E.E ,DOTE

2000 : SSLC (10th STD) CBSE ,KENDRIYA VIDHYALAYA,DGQA

Personal Specification:

Bharat Scouts and Guides:
Achieved Rajyapuraskar award

Languages:

Hindi
English
Telugu
Marathy
Tamil

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge.

Place: Chennai – India

Date: 00-00-0000

Signature

(M.Gurunath)