

# RESUME

**S.RAGURAMAN,**  
**Scanya Paradise**  
**B-2,1st floor**  
**Kamatchinagar 5<sup>th</sup> street**  
**Anakaputhur**  
**Chennai-600070**

***E-Mail:***

**ragus1982@rediffmail.com**

**☎: 9843027649**

***Personal profile:***

*Date of Birth* : 12 Dec 1982

*Gender* : Male

*Nationality* : Indian

*Fathers name* :

Mr.S.SwaminathaKannan

*Marital Status* : Married

***Linguistic:***

*Spoken* : Tamil & English

*Write* : English & Tamil

***Interests and Hobbies:***

*Reading News Paper, magazine,*

*Playing Cricket*

## Objective

To serve the organization with constant spirit, motivation, while also taking up interesting and innovative tasks that places my career in the path of growth in the organization.

## Summary

I am a Bsc candidate to work in technically challenging projects and to gain expertise knowledge in the relevant areas.

## Academic Record

Class	Name Of Institution	Year Of Passing	Percentage/OGPA
Bsc.,(CS)	Annamalai University, Chidambaram.	2007	61.32
DCT	Muthaiah Polytechnic, Annamalai University, Chidambaram.	2002	66
SSLC	P.R.G.Hr.Sec.School, Kattumannarkoil.	1998	84

## Technical Profile

- *Operating Systems* : **Windows 95/98/ME/XP,MSDOS**
- *Application Packages* : **VB, MS-Office.**
- *Programming Language* : **C,C++.**
- *Databases* : **MS-SQL Server 2000, MS-Access.**

## Additional Qualification

- *Type Writing* : **Higher**

## Assets

- Positive Attitude and Quick Learner.
- Friendly move with others and Ability to work in Team.
- Self-confident person and hard worker.

## Experience

- Company Name : **VELAMMAL VIDYALAYA, MANGADU** (Group of Velammal Educational Trust)
- Destination : **Admin Officer**
- Duration : (Feb 2016 Upto Till date)
- Description : Vendor Management, Facility Management, Transport Management, Security management, House Keeping Maintenance, To Manage Housekeeping Material & Stationeries, Bills Verification, Payment Follow-up, Petty cash Maintenance, Event Arrangement, Asset Maintenance, AMC Maintenance, Identify new vendor, Store Maintenance, Staff Attendance & Leave Maintenance, Staff Salary Process and Record maintenance.
  
- Company Name : **DRBATRAS POSITIVE HEALTH CLINIC (P) LTD**
- Destination : **Patient Care Manager Cum Admin Officer**
- Duration : (Nov 2009 Upto Feb 2016)
- Description : Vendor Management, Facility Management, Travel Management, House Keeping Maintenance, To Manage Housekeeping Material & Stationary, Bills Verification, Staff Leave maintenance, Petty cash Maintenance, Handle Patient Queries, Take care of Clinic Business.
  
- Company Name : **ICICI BANK (P) LTD** (Iprocess India Pvt Ltd.)
- Destination : **Phone Banking Officer**
- Duration : **20 Months** ( Mar 2008 Upto Nov 2009)
- Description : Domestic Voice Process (Sales) for Credit card EMI Conversion.
  
- Company Name : **CAMS Investor Service Center**, Anna Salai, Chennai.
- Destination : **Data Processing** – Mutual Funds
- Duration : **8 Months** ( July 2007 Upto Mar 2008)
- Description : Mutual Fund Data Entry and verification.

## Declaration

I hereby declare that the above information furnished by me are true and correct with the Best of my Knowledge.

**Place: CHENNAI.**

Yours Sincerely,

**Date:**

**(RAGURAMAN.S)**