

RESUME



MUTHANAND SIVANANTHAM

Old No. 40, New No. 84,
Boltonpuram First Street,
Thoothukudi - 628003,
Tamil Nadu, India.

Email ID: muthanand.s@gmail.com, smuthanand@gmail.com

Mobile Number: 0091 84898 56763, 0091 99765 12365

OBJECTIVE

To work with an organization that provides me the platform to continuously learn in the pursuit of achieving functional excellence, maximum job satisfaction and optimum career growth.

PERSONAL PROFILE

(Lived in the Philippines for three and a half years from June, 2011 until December, 2014 doing my higher studies)

Date of birth	:	April 05, 1989
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single

ABOUT ME

- Hardworking and very patient.
- Good listener and learner.
- Team facilitator.
- Enthusiastic.
- Responsible.

LANGUAGES KNOWN

LANGUAGE	READ	WRITE	SPEAK
ENGLISH	Fluent	Fluent	Fluent
TAMIL	Fluent	Fluent	Fluent
HINDI	Satisfactory	Satisfactory	Satisfactory

- I can speak English with American accent.
- Learning French and German.

JOB DETAILS

DESIGNATION	COMPANY	PERIOD
Business Associate	Imperial Management (Strategic Business Unit of APPCO Group, India) (Location – Tiruchirapalli, TamilNadu, India).	March 2015 – March 2016

JOB ROLES AND RESPONSIBILITIES

- Face-to-face Sales and Marketing for the companies in the Fortune 500 as clients.
- Recruited people by evaluating their Interpersonal skills and Communication skills by conducting a one-to-one interview.
- Conducted Training and Development sessions for my sub-ordinates in the company.
- As a Corporate Trainer, handled Human Resource activities also.

PROJECT DETAILS

Project Title: “The job performance of employees in selected BPO companies”

This study focused on the assessment of the factors affecting the job performance of the Business Process Outsourcing employees to be used as a basis to find the relationship between the factors affecting job performance and the level of performance.

EDUCATIONAL QUALIFICATION

EDUCATION	INSTITUTION	DURATION AND REMARKS
High School	A.P.C. Veerabahu Matriculation Higher Secondary School, Thoothukudi, Tamil Nadu.	June 1999 to April 2004 75.64%
Higher Secondary School	A.P.C. Veerabahu Matriculation Higher Secondary School, Thoothukudi, Tamil Nadu.	June 2004 to April 2006 84.83%
Bachelor of Engineering (B.E.) in Aeronautical Engineering	Park College of Engineering and Technology (affiliated to Anna University, Chennai), Coimbatore, Tamil Nadu.	August 2006 to April 2010 First Class - 68%
Master in Business Administration (General)	AMA Computer University, Quezon City, Metro Manila, Philippines.	September 2011 to November 2014 86%

ACTIVITIES AND ACHIEVEMENTS IN MASTER OF BUSINESS ADMINISTRATION

- Conducted team-building activities for the high school students in the International school in AMA University campus, Quezon City, Metro Manila, Philippines.
- Received an average grade of 1.25. According to the Philippine education system, the maximum grade is 1.00 and the minimum grade is 5.00
- Participated in the Mr. & Ms. AMA event conducted by the university.

SOFTWARE SKILLS

Microsoft Word	Advanced
Microsoft PowerPoint	Advanced
Microsoft Excel	Intermediate
AutoCAD	Intermediate
CATIA	Intermediate
ANSYS	Beginner

TECHNICAL SKILLS

- Underwent Computer hardware and assembling course.

OTHER SKILLS

- Distinction in Typewriting - Junior Grade (30 words per minute).
- Knowledge in Phonetics (English).
- IELTS examination - Got a Band score 7 (Maximum score - 9). Candidate number - 023467. Centre Number - IN001 (Madurai). Date - 11/Dec/2010.
- Hindi Prachar Sabha Examinations - 4 levels passed.
Prathamik, Madhyama, Rashtrabhasha and Praveshika.

PERSONAL INTERESTS

- Playing cricket, chess, billiards, and table tennis.
- Listening music, and watching movies during leisure time.
- Practicing Yoga.
- Working-out in the gym.
- Cooking South-Indian food.

DECLARATION

I hereby sincerely declare that all the details given above are correct to the best of my knowledge and belief.

(MUTHANAND SIVANANTHAM)