**ANDREWS RAYMOND. S**

MIG 1438 – 1, Gandhima Nagar, Peelamedu, Coimbatore - 641 004, Tamil Nadu, India.

+91 984 312 8317 • [andrewsraymond06@gmail.com](mailto:andrewsraymond06@gmail.com)

PROFILE

**S**killed Team Leader with quality standards for rendering quality services within the organization. Competent in providing solution and data analysis to support various projects. A strong will-power, hard-working, efficient time-management and sharp observation. Ability to analyze abstract concepts, disciplined, always eager to learn something new. An amicable person. Ability to work in challenging environment where I can leverage my present skills while adding newer ones.

PROFESSIONAL EXPERIENCE

**TEAM LEADER**

PERSONIV (A.G. RESOURCE), COIMBATORE, TAMIL NADU, INDIA.

FEBRUARY 2009 - TILL DATE

• Monitoring a Team of associates, thereby ensuring optimum performance.

• Identifying and implementing strategies for building team effectiveness by promoting spirit of cooperation between team members.

• Planning targets, monitoring numbers and achievement of overall targets on daily, weekly and monthly basis.

• I adhere to the preset standards by creating and sustaining an environment that fosters development opportunities and motivating associates for enhancing the existing performance levels.

• Communicating with Prime Office and Client on production, feedback and reports.

**OFFICER - HR**

HUMAN BIOLOGICALS INSTITUTE, UDHAGAMANDALAM, TAMIL NADU, INDIA.

JULY 2007 TO NOVEMBER 2009

• Pre & post recruitment process.

• Personnel file maintenance.

• Training and development.

• Welfare and benefits administration.

• Pay roll administration & statutory compliances.

• Retention counseling / exit process

**PROJECT COORDINATOR CUM ADMINISTRATOR**

SHANTHAM RURAL DEVELOPMENT ORGANIZATION, TIRUPUR DT.

TAMIL NADU, INDIA.

APRIL 2004 TO JUNE 2007

• Implementation of project, recruitment and training.

• Organizing meetings & programmes.

• Liaison & coordinating activities.

• Field visits evaluation & reports preparation.

• Organizational developmental assignments.

EDUCATION

M. Phil Business Administration (2007)

From Annamalai University, Tamil Nadu. India

M.A. Personnel Management & Industrial Relations (2002–2004)

From St. Josephs College, Tiruchirappali, Tamil Nadu, India.

Bachelor of Social Work (1999–2002)

From CSI Bishop Appasamy College of Arts & Science, Coimbatore, Tamil Nadu, India.

PERSONAL PROFILE

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| --- | --- | --- |
| Date of Birth | : | November 6th 1980 |
| Gender / Marital Status | : | Male / Married |
| Father’s Name | : | S. Swami Kannu |
| Languages Known | : | Tamil & English |
| Address for Communication | : | MIG 1438 – 1, Gandhima Nagar, Peelamedu, Coimbatore – 641 004.  Tamil Nadu, India. |
| Passport No. | : | J8593808 |

Kind Regards,

17th December 2015.

**Andrews Raymond. S.**