**Sekar Chengalvarayan**

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**Senior Management Professional with 26+ years of experience**

(**Objective**: Seeking a Senior Position in IT/ ITES/ Automobile/ Telecom)

* Successful, self-driven and results-oriented technology leader with over 26 years of management and technical experience.
* Strategic professional who deploys participative management style in fast-paced, diverse workforce.
* Proactive change agent who spends time in employee environment encouraging learning and promoting the increased productivity that results in value-added customer service.
* Excellent team builder and consultant on personnel issues and organizational development.

**Career Profile**

**Sameta Metal Pro Pvt. Ltd., Chennai** (August 2013 till date)

* At present **General Manager** – **Operations** in **Sameta Metal Pro Private Limited Company, Chennai**

**Responsibilities:**

* Monitoring and analysing the current system of production or provision to check it’s effective, and working out a strategy for improving if necessary.
* By managing day-to-day activities, analysing statistics and reading and writing reports, operations managers play a vital role in any company.
* Managing quality assurance programmes.
* Researching new technologies and alternative methods of efficiency.
* Setting and reviewing budgets and managing cost.
* Overseeing inventory, distribution of goods and facility layout.
* Recruiting and staffing; organizational and space planning along with HR development;
* Overseeing P&L for HR, HRIS, travel, management coaching/counseling, organizational development, succession planning, standard practices, compensation, and benefits.
* Project Management Resource Optimization New product development
* Training & Development Team Management and Staff Motivation

**Amada Soft India Pvt. Ltd, Chennai** (Sept 1996 to July 2013)

Amada Soft India, Chennai is the core R&D center for Amada group, developing software products for Amada’s global businesses, working in areas like 3D Graphics, Robotics, Simulation, Design For Manufacturing, Shop floor management optimization algorithms, process planning and so on.

**Growth Path:**

* General Manager – Planning (2008 to July 2013)
* Director Staffing – Big Tree Solutions Pvt. Ltd (Subsidiary Company Operations), (2006 – 2008)
* Manager QA, HR & Accounts (1996 – 2006)

**Achievements:**

* Instrumental in setting up Flexible Staffing Services Division leading to monthly cost savings of $10,000.
* Successfully completed the QA analysis and got metrics for all the software projects using TestTrackPro.
* Involved in ***Virtual 3D Animation Project*** and successfully completed using ***Second Life.***
* Actively involved in recruitment of 150+ candidates at various levels in a single year; coordinated with technical persons in designing aptitude tests for assessment of candidates during hiring.

* Recognized for identification of right candidate at the shortest possible notice apart from significant improvement in flexibility of labor resource aligned to changing seasonal demands.
* Promoted organizational & individual learning through joint company & employee initiatives apart from implementing performance management & software development processes for staff members.
* Managed start up operations for Big Tree Solutions Pvt. Ltd between 2006 to 2008.

**Responsibilities:**

* Direct and coordinate activities of businesses or departments concerned with the software development keeping in Quality, Cost and Delivery.
* Managing human-resources reporting system to update Project managers, Senior Managers, and board of directors
* Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
* Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
* Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
* Monitor businesses and agencies to ensure that they efficiently and effectively provide needed services while staying within budgetary limits.
* Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency.
* Plan Soft Skill Training and Leadership training activities to improve human efficiency.
* Presentation of management reports to the board level besides focusing on periodic assessment, coordinating employee talent enhancement program apart from monitoring & reducing attrition rate.

Executive Secretary, **Square D Group, New Delhi** (Sept 1995 – Sep 1996)

**Achievements:**

* Played key role in overall office administration, security management & housekeeping, purchase & bill payments apart from documentation of processes & tailoring of policies based on requirement.
* Authorized signatory to various documents with vendors for maintenance of security of organizational information processing facilities & information assets accessed by third parties.

**Job Profile:**

* Coordinated with the company lawyer in verification of records & documents; maintained appropriate protection for corporate assets; documented processes and maintained asset classification document (ACD).
* Monitored overall office administration apart from acquiring Import & Export status & Bonded Ware House status for the company.

Secretary, **TV Sundaram Iyengar & Sons Ltd., Bhopal** (Sept 1994 – Aug 1995)

**Achievements:**

* Successfully streamlined branch activities besides coordinating with the sales team.
* Acquired computer skills with ability to operate computerized accounting, spreadsheet and word processing programs.
* Enhanced time management skills; gained in-depth knowledge on legislation, policies & procedures apart from political & cultural environment of northern India.

**Job Profile:**

* Involved in preparation & management of correspondence, reports & documents besides organizing & coordinating meetings, conferences and travel arrangements.
* Managed & distribute minutes of meetings, incoming mails & other materials apart from managing office space.
* Coordinated flow of internal & external information apart from liaising with HO pertaining to flow of information.

Project Assistant, **Indian Institute of Technology, Madras** (May 1992 – Aug 1994)

**Achievements:**

* Appreciated by the Professor for effective coordination.
* Played key role in development & implementation of work plans for special events, conferences and meetings.
* Actively involved in development & maintenance of access databases to support project activities including development of databases to collate information, survey results, recruitment of focus group and other information to cater to project needs.
* Acknowledged for timely submission of monthly budget & expense reports, identification & resolution of issues related to project accounts, researches apart from troubleshooting of issues pertaining to financial transactions.

**Job Profile:**

* Involved in preparation & management of project administration & recruitment of project staff; organized & coordinated meetings, conferences & travel arrangements.
* Prepared quarterly project quality report & conducted meetings; assisted in project, event planning & implementation apart from managing logistics and coordinating content development for meetings.
* Designed & developed databases to support project activities; assisted in collation of project data besides conducting literature reviews to support project activities.

**Previous Assignment in brief**

* Audit Assistant, N R Associates (Apr 1990 – Apr 1992)

**Education & Certifications**

* MCA, Madras University, 2008
* MBA (Finance), IGNOU, 1999
* BA (Economics), Madras University, 1990
* Diploma in Software Quality Management, Amity Soft Pvt. Ltd.
* Certificate Course on Business Applications through Personal Computers in Anna University, Chennai
* Certificate of participation in process writing from TATA InfoTech Ltd
* Certificate course on ‘C’ Language

**Technical Skills**

* Operating System: Windows XP
* Package: Ms-Office' 98, 2000, Tally 7.2
* Languages: C, C++ and Java

**Personal Particulars**

* Date of Birth: 15th March 1969
* Languages: English, Tamil & Telugu.
* Address:No.5, C.S. Colony, Indira Nagar, Adyar, Chennai - 600020
* Reference: Available on request.