S.SRIKANTH



Plot No: 1/338,1st street,

Modern city, Pattabiram,

Chennai-600 072

**E-Mail Id : srikanth102003@gmail.com**

**Mobile No : 9962476744**

**ADMINISTRATION PROFESSIONAL/COUNSELOR**

***Seeking managerial level assignments across the industry***

**Objective**

**Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.**

**Diligent, sincere and result oriented professional with over 20 years of experience in Administration, Counseling. Counselor with Sunsea Aviation Services (P) Ltd**

**Experience**

**SunSea Aviation Services P Ltd Oct 2007 – April 2016**

**Counsellor**

**Responsibilities:**

* **Counseling the students and handling queries.**
* **Guiding students about their career development.**
* **Handling walk ins of the students.**
* **Enquiry to students for pilot course(cabin crew, pilot etc.)**
* **Medical fitness**
* **Visa processing**
* **Student document verification**

**Rajan dental hospital. Jan 2006- June 2007**

**General Administrative officer**

**Responsibilities:**

* **looking after  housekeeping( Toilet and the rooms clean and all in good condition before the arrival of doctors) .**
* **Security, Electrical, Plumbing, Maintenance,**
* **Canteen, transport (no. of vehicles which goes routine out and have licenses and check the km), water to hospital etc and report to admin manager as everything is perfect on duty.**
* **Stationery, Vendor , rectification of repairs.**
* **The staff who are not regular in the attendance should be given memo.**
* **Report to the M.D directly for his guidance to give the report and take necessary steps in regular.**

**Baghwan Pharmaceuticals. Jan 1995- Dec 2005**

**General Administrative officer**

**Responsibilities:**

* **Handling security,Housekeeping**
* **Stationery ,Transport, Electrical,Plumbing**
* **Vendor , Rectification of Repairs**
* **Supply the medicines through delivery boys to hospitals.**
* **Cheques, Demand draft,**
* **Quotation for bulk medicines to hospitals for tender.**

**Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Subject** | **Institution /College** | **year** | **% of Marks** |
| **PGDHRM** | **HR** | **PondicherryUniversity** | **2008** | **56.4%** |
| **B.A** | **Economics** | **Pachaiyappa’s College** | **1994** | **53%** |
| **XII** | **Commerce** | **CBSE** | **1991** | **53.2%** |
| **X** | **General** | **CBSE** | **1989** | **43.8%** |

**Computer Skill : Diploma in MS-Office(MS-word,**

**Excel, Power Point, MS-Access)**

**PERSONAL DETAILS**

**Name : S.SRIKANTH**

**Father’s Name : Late A. Srinivasan**

**Permanent Address : Plot No. 1/338, 1st Street,**

**ModernCity,**

**Pattabiram, Chennai-600072.**

**E-mail Id : srikanth102003@gmail.com**

**Mobile no : 9962476744**

**Date of Birth : 15-09-1973.**

**Age : 42 yrs**

**Marital Status : Single.**

**Languages Known : English, Tamil**

**Date: Yours Truly**

**Place: Chennai { S.SRIKANTH }**