THIAGARAJAN VELU

Ph.88388 67691

**Target job :ADMINISTRATIVE MANAGER**

**General Profile**

25 Years of rich experience in managing ADMINISTRATION, ACCOUNTS, FINANCE AND MARKETING from different verticals trading, manufacturing, service etc.,

I can exercise my portfolio to the entire satisfaction of the Management as well as the valued customers.

Knowledge obtained and enriched.

Training in firms of Chartered/certified Accountants and Private Sector undertakings.

Exposure to different range of functions Financial, Administration and Accounting.

Knowledge in Computer Applications: MS Office, Tally Advanced(ERP-9), E Mail, Net and any Other Soft ware usage.

Skills (Administration)

Oversee office operations and administrative team members.

Develop, review and improve policies, systems and procedures.

Budget plan, monitor spending and process pay roll and other expenses.

Planning, scheduling and promoting office events.

Computer skill and keep filing system proper

Oversee special projects and adhere to company goals.

Human resource and customer service procedures.

**Skills( Accounts)**

Contact with auditors,bankers, solicitors,statutory organisations.

Excellent communication and presentation skills.

Skills (General)

Oversee the support operations of marketing network.

Develop marketing strategies to generate sales.

Ensure effective information flow and resources are employed efficiently.

Very organized and detail oriented with good analytical skills to run day-today operations.

GENERAL.

Supervising staffs,

Travel for work.

Strong attention to detail.

Time management.

Motivate others.

**Work Experience**

**At Present- worked on a project of water treatment plant,**

**Now kept pending due to Covid 19 and Licence issues.**

1**.Before 10 years 2007-2018**

Manager (Administration/Accounts)

M/s Sueera Alloys Pvt Ltd., Coimbatore.

2.**Earlier 7 years 2000-2007**

Cashier/Finance junior officer

Arjay Apparel Industries Limited, Tirupur

3.**Earlier 10 Years**

**ASST. COMMERCIAL OFFICER**

M/s Bajaj Electricals ltd., Direct Branch at Coimbatore.

(under agency Gajalakshmi Enterprise.)

Salary aspect:

Expected

As per your terms

**Personal Profile:**

Thiagarajan Velu. Age 56, Hindu Vishwakarma, Graduate.

Nativity Sivaganga District. Settled at Coimbatore in 1992

Depandents :

Wife(house wife-46years old),

Son (senior) BE (EEE) (2018)

Son(Junior) BE(Civil) III year

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Contact Address(residence)

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