

R.Sundararajan

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Career Objective:

Want to affiliate with a prestigious organization. Improve the standard of profession and empowering them with necessary skills, qualities, knowledge, attitude and value of time.

Profile Summary:

Having hands on experience in Administration,]Product training and computer networking.

- 9 Years experience in teaching and administration at engineering colleges.
- 4 Years experience in administrative works.
- 2 Years experience in industry.

Education:

M.B.A. Degree (HRM) TNOU Chennai.	June 2018	First Class (70%)
M.E. Degree (Applied Electronics) RVSCET / Anna University.	May 2010	First Class (CGPA 8.236)
B.E. Degree (E.C.E) CCET / Anna University	May 2005	First Class (69%)

Experience: 15 Years

S.No	Organization	Job Role	DOJ & DOE	Period of service
1	Shakti cords Pvt Ltd, Madurai.	Manager	16.12.2022 to till date	11 M 16 D
2	Aakash Educational Services Ltd, Madurai.	Admin Officer	12.12.2019 to 27.10.2021	1 Y 10 M 16 D
3	Excelus Learning Solutions, Madurai.	Product Trainer	12.11.2018 to 21.10.2019	11 M 10 D
4	NPR College of Engineering and Technology, Dindigul.	Assistant Professor	01.07.2016 to 02.08.2018	2 Y 1 M 2 D
5	Nalla Malla Reddy Engineering College, Hyderabad.	Assistant Professor	15.12.2014 to 02.05.2016	1 Y 4 M 19 D
6	V.S.B.College of Engineering, Karur	Assistant Professor	01.05.2010 to 13.12.2014	4 Y 6 M 13 D
7	Christian Polytechnic College, Oddanchatram.	Lecturer	02.07.2007 to 10.08.2008	1 Y 9 D
8	Redington India Pvt Ltd, Chennai.	Network Engineer	06.06.2005 to 29.06.2007	2 Y 24 D

Job Role: Manager**Responsibilities:**

- Procurement of Raw materials for 4 Factories.
- Assisting with MD and Director for production and sales activities.
- Conducting training for employees on product developments.
- Vendor management for various store activities.
- Monitoring all civil related works for quality and payments.

Job Role: Admin Officer**Responsibilities:**

- Explaining about company product to branch staff members for effective lead generation and conversion.
- Act as a central point of reference and managing all out office (Marketing) and Ad hoc activities.
- Conducting seminars and promotional activities in various locations.
- Providing service to the customers and coordinate for payment process.
- Managing all the administration related works on daily basis, record attendance, logistics activities, vendor management for various office activities.
- Booking & managing the training, meeting, arranging programs and other official activities.
- Maintenance, replacement & repaired office assets, arrangements of all stationary, housekeeping items.

Job Role: Product Trainer (Certified Product Trainer)**Responsibilities:**

- Providing hands on product training to the trainees in electronics domain (theory and practical).
- Participate in the mobilization process for the student's admissions and achieving the target.
- Conduct the induction and life skills sessions to the trainees.
- Responsible for conducting student assessments and evaluation.
- Responsible for field visits and on the job training.
- Ensure post placement tracking & collection of salary slips for respective domain.
- Coordinate with center manager in all audit compliances and project requirements at the center.

Job Role: Assistant Professor (Admission officer, HoD and Deputy Warden)**Responsibilities:**

- Admission in charge for whole college and visiting various school principals and chairman's to fix appointment to conduct motivational session for the school students and explaining about the college facilities.
- Collecting the student's database from schools and creating lead for admission process and closing the admission.
- Coordinate with team members to achieve the target.
- Assistant professor in ECE department and handle various subjects.
- Responsible for placement and industrial visit for the department.

Job Role: Network Engineer.**Responsibilities:**

- Maintenance of all IT assets like desktop PCs, Printers, Servers and Laptops in the branch.
- Creating LAN within the branch and connecting to HO through VPN.
- Providing Nortel (EPABX, Router & Switches) product training to new joiners.

Certification:

- **Certified Product Trainer – Skill India – ESSCI.**
- Life time Membership- ISTE
- Workshop Attended: 4
- Paper Presented: International Conference: 01, National Conferences: 06

Others:

Skills	Proficiency Level
Administration	Expert
Product Training	Expert
Marketing	Expert
HRM	Expert
Computer-Office Automation	Expert

Strengths:

- 👍 Time Management.
- 👍 Working with team.

Academic Project:

- 📄 M.B.A. - A Study on Employee Motivation in Aparajitha Corporate Services Private Limited, Madurai.
- 📄 M.E. - Implementation of OFCDM (Networks).
- 📄 B.E. - Automatic storage and retrieval system (Robotics).

Personal Details:

- 📄 DOB & Age : 17.03.1983 and 39 years.
- 📄 Marital status : Married.
- 📄 Religion : Hindu. (BC)
- 📄 Language Known : Tamil and English.

Declaration

I do hereby declare that the above-mentioned particulars are true to best of my knowledge and belief.

Yours Sincerely,



R.Sundararajan

Date: 21.11.2022

Place: Madurai