



Varadhan Elango

Administrator

📍 Kanchipuram, Tamil Nadu

📞 9047343320

✉️ varadhancst@gmail.com

Summary

A motivated administrative professional seeking a position in a challenging environment. Over 4 years of experience successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done.

Professional Experience

Senior Executive - HR Operations

Jan 2022 - Present

Talent Infinity, Bangalore

HR Administrator

Mar 2018 - Nov 2021

L & T Valves Pvt Ltd, Kanchipuram.(C2H Role)

Provide administrative support to the HR Dept of L & T Valves Ltd, Prepare and Organize invoices, reports, file-note, letters, financial statements and Personnel records, using word processing, spreadsheet, database, or presentation software.

- Create regular reports and presentations on HR metrics.
- Answer employees query about HR-related issues.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Participate in HR projects (e.g. help organize a job fair event)
- Check and review administrative reports and expenses to ensure accuracy and efficiency.
- Data entry (Material Inward & Outward in SAP etc.)
- Organizing cabs and accommodation for staff and customers.
- CCTV - Monitor surveillance cameras
- Welcoming visitors and directing them to the relevant office/personnel.
- Coordinating and managing appointments, meetings, and the conference room schedule in order to prevent duplicate bookings.
- Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Purchasing office supplies, equipment, and furniture.
- Overseeing the maintenance of office facilities, and equipment.
- Performing other relevant duties when needed.

Supervisor

Jun 2014 - Jul 2017

Sanmina Sci Pvt Ltd, Kanchipuram.(C2H Role)

Worked as a Supervisor on Ecoppia's robust E4 robot for fixed-tilt solar installations that can clean up to 1,000 modules in a single nightly operation.

- Managing and improving production processes to enhance product quality and maximize efficiency.
- Identifying problems or bottlenecks in the production processes.
- Directly supervising hourly production.
- Tracking staff absenteeism and time-keeping.
- Ensuring the safest working environment possible for staff.
- Planning, assigning and directing production work.
- Appraising staff performance.
- Rewarding or disciplining employees.
- Periodically carrying out office work.
- Addressing employee complaints and resolving any problems.
- Actively working to eliminate hazards that may cause injury.
- Organizing and prioritizing production needs.
- Carrying out accident investigations.
- Make sure that products are to the highest grade and production standards.
- Creating an environment that is conducive to teamwork.
- Make sure that paperwork is in place for audits.

Team Leader

July 2010 - Apr 2011

Vetri Software India Pvt Ltd, Kanchipuram.

Worked as Team Leader in Data Entry Operations on mainly HCFA and UB Forms

The Health Care Finance Administration (HCFA) form is a claim form used in the settlement of government insurance programs such as Medicare and Medicaid to medical providers. Developed by The Center of Medicaid and Medicare (CMS) but was adopted as a standard form by all Insurance plans.

The UB-04 (CMS-1450) form is the claim form for institutional facilities such as hospitals or outpatient facilities. This would include things like surgery, radiology, laboratory, or other facility services. The HCFA-1500 form (CMS-1500) is used to submit charges covered under Medicare Part B.

- Overseeing all activities within a team.
- Deciding how to approach tasks and develop a plan to accomplish them.
- Distributing information to team members and stakeholders.
- Keeping track of and structuring various tasks, employees and documents.
- Determining the goals that members will work toward.

Education

Master of Science in Computer Science and Technology

2008 - 2013

Pachaiyappas College for Men - Kanchipuram

Affiliated to University of Madras

Percentage: 73

HSC

2007 - 2008

CSM Municipal Higher Secondary School - Kanchipuram

Physics | Chemistry | Comp.Science | Mathematics - State Board of Tamilnadu

Percentage: 62

SSLC

2005 - 2006

CSM Municipal Higher Secondary School - Kanchipuram

State Board of Tamilnadu

Percentage: 66

Computer Skills

MS Office, SAP, Online research, Operating Systems(Windows & Linux), Typing speed of 45 WPM

Skills

MS Office



- Conditional Formatting
- Work with Pivot Table and Pivot Chart.
- Automating repetitive tasks with macros
- Manage Macro commands, create dialogue boxes.
- Use advanced functions (Names, VLOOKUP, IF, IS).
- Access data from various sources.
- Explore online meetings and broadcast presentations. Work with graphics, animation and multimedia, inserting movies and sound.
- Build interactive presentations, use hyperlinks, create interactive objects, work with Slide Show options, and use the Meeting Minder.

Personal Details

Father Name: Elango G

Mother Name: Deivanai E

Contact No: 9790529891

Nationality: Indian

Marital Status: Unmarried

Date of Birth: 22/05/1990

Languages Known: Tamil, English

Blood Group: O+ve

Address : 27 B, Thiruvegamban street,Pillaiyar palayam, Kanchipuram 631501

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Yours Sincerely,

Place:

Date:

E.VARADHAN